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MBD-BUDGET REPORT 102-C RUN NBR: 79/13/26 CITY AND COUNTY OF SAN FRANCISCO DEPT: 82 RECORDS CENTER
DATE: 06/12/80
* DEPARTMENT LEVEL * TIME: 16:06 DEPARTMENTAL SUMMARY BY MAJOR CATEGORY DEPT PAGE: 1

FOR FISCAL YEAR 1980-81 : PHASE C

****** PROGRAM STRUCTURE ****** ******** ORGANIZATION STRUCTURE ********

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP DEPARTMENT : 82 RECORDS CENTER

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPARTMENT REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	95,387	87,795	87,795	88,000	88,000	88,000	88,000	88,000
DEPARTMENT EXPENDITURE SUMMARY-BUDGETED:								
CONTRACTUAL SERVICES	73,546	86,346	86,346	86,550	86,550	86,550	86,550	86,550
OTHER CURRENT EXPENDITURES	21,841	1,449	1,449	1,450	1,450	1,450	1,450	1,450
TOTAL BUDGETED	95,387	87,795	87,795	88,000	88,000	88,000	88,000	88,000
TOTAL DEPARTMENT	95,387	87,795	87,795	88,000	88,000	88,000	88,000	88,000

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DEPARTMENTAL PROGRAM SUMMARY*

1. MSA: General Administration and Finance

Department: Records Center - 82

	Program Title	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment	Mayor's Recommended
2.	Records Center	95,387	87,795	87,795	88,000	88,000	88,000	88,000	88,000
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.	Department Expenditures	95,387	87,795	87,795	88,000	88,000	88,000	88,000	88,000

* Excludes Transfers and Contributions

WORK PROGRAM

1. MSA:
2. Program: Records Center

Department: Records Center -82-

Division:

3. Program Description:
4. Provide off-site storage of department's paper and microfilm
5. records; provide references to stored records by departmental
6. personnel and the public; provide for accession and
7. retrieval of records; provide for destruction of all
8. records when authorized.
9.
10.
11.
12.

	Output Measure	1978-79 Actual	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment
13.	Records received/indexed - number of	5,000	8,350	13,520	13,520	13,520	13,520
14.	Records removed/destroyed - number of	4,300	4,200	4,520	4,520	4,520	4,520
15.	Records in storage end of fiscal year - cu ft	43,191	48,500	57,500	57,500	57,500	57,500
16.	References and refiles - number of	32,200	22,200	36,800	36,800	36,800	36,800
17.	(Each)						
18.							
19.							
20.							

03268

MAYOR'S ANALYSES

Department: Records Center

Division:

Effect on Department:

This is a contracted service for storage of records. The amount recommended is virtually the same as the previous years, but it will not meet the costs of the present level of activity.

Effect on Public:

City departments will have to reduce their requests for Records Center services or provide compensation to the Center for the level of activity they have come to expect.

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BPREP REPORT 740

RUN DATE: 06/I2/80
TIME: IS:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

DEPT: 82 RECOROS CENTER

FOR FISCAL YEAR 1980-81

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	1979-80 REVISIONS	1979-80 IST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
GENERAL FUND REVENUES CREDITED TO DEPT:									
*	GENERAL FUND UNALLOCATED	95,387	87,795	0	34,398	53,397	88,000	88,000	205
**	TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE	95,387	87,795	0	34,398	53,397	88,000	88,000	205

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 744

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 82 RECORDS CENTER

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES	73,341	86,346		33,865	52,481	86,550	86,550	204
109	OTHER CONTRACTUAL SERVICES	205							
	TOTAL CATEGORY	73,546*	86,346*	*	33,865*	52,481*	86,550*	86,550*	204*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
120	OTHER SERVICES	20,741	200			200	200	200	
146	RENTAL OF PROPERTY	1,100	1,249		533	716	1,250	1,250	1
	TOTAL CATEGORY	21,841*	1,449*	*	533*	916*	1,450*	1,450*	1*
	TOTAL EXP. TYPE	95,387*	87,795*	*	34,398*	53,397*	88,000*	88,000*	205*
	TOTAL DEPT	95,387*	87,795*	*	34,398*	53,397*	88,000*	88,000*	205*

INCREMENT NARRATIVES
AND
LINE ITEM EXPLANATIONS

03271

Department: Records Center 82
Division:

Increment:

The activity of the Records Center, the storage, messenger charges and maintenance service for stored files, indexing, filing, retrieval and destruction, etc., is conducted under a contract with the Bekins Record Storage Company. The contract period ends in 1991. Included in the contract are provisions for rate increases yearly. These rate increases which have already been communicated to us, plus a steady storage increase are the basis for the budget request. The three sub-objects requested in the budget are all directly related to the contract and are therefore considered to be "fixed charges" and therefore not presented on an incremental budget basis.

001 - 1001 Prof-Special Svc Contr - $150,000

For the storage, filing, retrieval , destruction and delivery charges of documents of all city department at the Bekins Warehouse, 1979-80 estimated expense is anticipated to be 144% of 1978-79 actual expense. At the rate of growth 1979-80 estimated expenses of $105,000 (supplemental appropriation of $18,600 in process for 1979-80 times 144% indicates a 1980-81 expense of $150,000. These charges (expenses) are set forth in the contract with the Bekins. The Record Center has little and, in fact, no control over departments with regard to storage or "in/out" activity.

002 - Freight $200

To cover transport of microfilm records to security storage vault at Heart of California, Tahoe City, California

003 - Property Rent $1250

Payment for storage of security copies of microfilm at Heart of California, Tahoe City, Ca. and Western States Vaults, Felton, Ca.

Heart of California	$510
Western States Atomic V.	740
	$1,250

MAYOR'S COMMENTS

Approved as requested.

Increment:

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE****** ********ORGANIZATION STRUCTURE********

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP DEPARTMENT : 80 REGISTRAR

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPARTMENT REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	37,541	55,500	55,500	85,000	85,000	85,000	85,000	85,000
GENERAL FUND UNALLOCATED	1,053,785	2,018,174	3,485,664	1,239,283	1,239,283	1,522,652	1,522,652	1,230,674
TOTAL BUDGETED	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,607,652	1,607,652	1,315,674
TOTAL DEPARTMENT	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,607,652	1,607,652	1,315,674
DEPARTMENT EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	554,770	1,138,365	1,145,718	684,294	684,294	781,861	781,861	697,800
CONTRACTUAL SERVICES	11,832	28,300	1,485,482	14,500	14,500	16,900	16,900	14,500
OTHER CURRENT EXPENDITURES	423,443	736,453	737,208	516,745	516,745	699,082	699,082	496,195
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	0	565	565	565
SERVICES OF OTHER DEPARTMENTS	101,281	170,556	172,756	108,744	108,744	109,244	109,244	106,614
TOTAL BUDGETED	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,607,652	1,607,652	1,315,674
TOTAL DEPARTMENT	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,607,652	1,607,652	1,315,674
DEPARTMENT EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	18	18	18	18	18	19	19	18
TEMPORARY POSITIONS	19	0	0	0	0	0	0	0
TOTAL BUDGETED	37	18	18	18	18	19	19	18
TOTAL DEPARTMENT	37	18	18	18	18	19	19	18

03273

DEPARTMENTAL PROGRAM SUMMARY

1. MSA: General Administration and Finance

Department: REGISTRAR OF VOTERS

	Program Title	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment	Mayor's Recommendation
2.	ELECTIONS	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,581,765	1,581,765	1,315,674
3.									
4.									
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9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
19.	Total Department Expenditures	1,091,326	2,073,674	3,541,164	1,324,283	1,324,283	1,581,765	1,581,765	1,315,674

INCREMENT: PROGRAMMATIC & FLAT INCREMENT

Voter Registration & Outreach

SERVICE RESULTS: At the base funding level voter registration outreach (meaning the role of the Registrar as an activist in getting people to register) would be diminished. Voter registration card distribution sites would be reduced by 70%. Meetings with community groups would be less fequent in that we would have to wait for them to come to us.

SERVICE CONSEQUENCES: Since all of the above, and much more, is required under the recent consent decree under United States v. City & County of San Francisco, et. al., this would reduce our compliance to what I consider the minimum level, which may or not be acceptable to the Feds. If it isn't acceptable, there may be all manner of fines to pay.

Voter Information

SERVICE RESULTS: Our San Francisco Voter Information Pamphlet is something of which every San Franciscan can be proud. If necessary, we can reduce the type size and make the layout more dense. Also, we can shorten the deadlines for turning in material or making additions and corrections.

SERVICE CONSEQUENCES: A more dense, unattractive layout means fewer people will read the pamphlet. This means fewer people will vote intelligently on the issues.

Precincts

SERVICE RESULTS: A 6% reduction in the number of election-day precincts. Continued low pay for election poll workers and polling place lessors.

SERVICE CONSEQUENCES: People will have to walk further to their polling places. Election poll workers would continue to be difficult to recruit, particularly bilingual workers. We would continue to spend inordinant sums of temporary salary money to seek out people with enough sense of civic duty to rent their garages for $25 per week.

INCREMENT: SEC D & THIRD INCREMENT

Voter Registration and Outreach

SERVICE RESULTS: At funding levels 2 and 3 we would be able to fulfill our obligations under the U.S. v. SF to the probable satisfaction of the U.S. Attorney.

SERVICE CONSEQUENCES: Absence of lawsuits and negative publicity. Looking at it from a positive standpoint, it should be the policy of the City and County to encourage people to register and to take active steps to do so.

Voter Information

SERVICE RESULTS: An attractively designed, well-laid out Voter Information Pamphlet means more people will read it, which means more voter turnout and that more people will be voting intelligently.

SERVICE CONSEQUENCES: We all have to live with the consequences of what the voters decide. It is logical to assume that they will make better choices if they are better informed on the propositions.

Precincts

SERVICE RESULTS: Adjustment in pay for election workers and polling place rentals to bring the rates up from 1975 levels to near 1980 levels.

SERVICE CONSEQUENCES: Fewer clerical man-hours wasted in soliciting polling place rentals and election workers, particularly bilingual workers.

03275

MAYOR'S ANALYSES

Department: Registrar of Voters

Division:

Effect on Department:

For 1980-81 only 1 election is planned, in comparison to the 3 elections held in 1979-80. At this level all existing positions will be funded, and there will be adequate funds for temporary salaries throughout the year. The compensation for election judges has been increased to reflect the "minimum wage" rate. Other costs have been reduced to the level of 1978-79, a period in which only one election was held, plus inflation. The request for a new warehouse has been denied bacause Muni has agreed to allow the department to continue using storage facilities at the car barn on Presidio Avenue.

Effect on Public:

At this level the department will be able to carry out the voter registration and outreach requirements of the recent court settlement, which should result in a greater number of informed voters and a larger voter turnout. It is anticipated that the general election will be carried out in a smooth and efficient fashion.

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BPREP REPORT 740

RUN DATE: 06/12/80
TIME: 15:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

DEPT: 80 REGISTRAR

FOR FISCAL YEAR 1980-81

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	1979-80 REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
GENERAL FUND REVENUES CREDITED TO DEPT:									
6027	ST MND ELEC COST	16,915	0	0	6,429	6,429-	35,000	35,000	35,000
7036	REG CTY CA FI FE	4,745	27,500	0	22,332	5,168	0	0	27,500-
7099	OTH GEN GVT CHAR	15,858	28,000	0	27,944	56	50,000	50,000	22,000
8999	MISCELLANEOUS SERVICES	23	0	0	0	0	0	0	0
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		37,541	55,500	0	56,705	1,205-	85,000	85,000	29,500
* GENERAL FUND UNALLOCATED		1,053,785	2,018,174	1,467,490	2,229,201	1,256,466	1,522,652	1,230,674	787,500-
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		1,091,326	2,073,674	1,467,490	2,285,906	1,255,261	1,607,652	1,315,674	758,000-

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 744

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

DBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	221,303	286,059	2,025-	110,386	173,648	343,579	327,960	41,901
010	OVERTIME	21,439	47,975		24,798	23,177	23,000	16,570	31,405-
016	IN LIEU SICK LEAVE			2,025	2,025				
017	RETROACTIVE PERSONAL SERVI			20,664	20,660	4			
020	TEMPORARY SALARIES	126,204	298,775	13,311-	166,835	118,629	142,500	102,500	196,275-
040	FEES AND OTHER COMPENSATID	129,973	399,000		256,225	142,776	160,950	160,950	238,050-
060	MAND FRINGE BENEFITS	55,851	106,556		30,850	75,706	111,832	89,820	16,736-
	TOTAL CATEGORY	554,770*	1,138,365*	7,353*	611,779*	533,940*	781,861*	697,800*	440,565-
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIDNAL SERVICES			1,457,419	1,339,460	117,959			
109	DTHER CDNTRACTUAL SERVICES	11,832	28,300	237-	13,365	14,699	16,900	14,500	13,800-
	TDTAL CATEGORY	11,832*	28,300*	1,457,182*	1,352,825*	132,658*	16,900*	14,500*	13,800-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
111	USE OF EMPL CARS	480	600		294	306	700	600	
112	TRAVEL		400			400	400	400	
120	OTHER SERVICES	394,945	636,302	755	276,307	360,751	610,000	460,000	176,302-
130	MATERIALS AND SUPPLIES	3,034	5,900		703	5,197	4,700	3,700	2,200-
140	FIXED CHARGES	3,738	6,093		3,663	2,430	6,250	6,250	157
144	MENBERSHIP DUES		45			45	45	45	
146	RENTAL OF PROPERTY	20,746	63,000		40,108	22,892	51,100	25,200	37,800-

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CITY AND COUNTY OF SAN FRANCISCO

REPORT 744

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

RUN DATE 06/12/80

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
201	PROGRAMMATIC PROJECT BUDG	500	24,113			24,113	25,887		24,113-
	TOTAL CATEGORY	423,443*	736,453*	755*	321,075*	416,134*	699,082*	496,195*	240,258-
CATEGORY	24 EQUIPMENT/CAPITAL OUTLAY								
220	EQUIPMENT PURCHASE						565	565	565
	TOTAL CATEGORY	*	*	*	*	*	565*	565*	565*
CATEGORY	30 SERVICES OF OTHER DEPTS								
303	REAL ESTATE						1,653	1,451	1,451
310	CENTRAL SHOP	6	1,064		227	837	600	577	487-
318	BUILDING REPAIR	116		200		200	200	200	200
340	CONTROLLER DAT PROC	98,578	166,067			166,067	102,791	100,886	65,181-
350	REPRODUCTION	2,581	3,425	2,000		5,425	4,000	3,500	75
	TOTAL CATEGORY	101,281*	170,556*	2,200*	227*	172,529*	109,244*	106,614*	63,942-
	TOTAL EXP. TYPE	1,091,326*	2,073,674*	1,467,490*	2,285,906*	1,255,261*	1,607,652*	1,315,674*	758,000-
	TOTAL DEPT	1,091,326*	2,073,674*	1,467,490*	2,285,906*	1,255,261*	1,607,652*	1,315,674*	758,000-

03279

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	REVISED BUDGET AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	DEPARTMENTAL REQUEST AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	MAYOR'S RECOMMENDED AMOUNT
OBJECT	001 PERM SALARIES-MISC								
1128 A	REGISTRAR OF VOTERS-RECORDER	130481580	1	1	37,296	1	41,238	1	41,238
1129 A	CHIEF DEP REGISTRAR OF VOTER	088281067	1	1	23,654	1	26,513	1	26,513
1220 A	PAYROLL CLERK.....	0473B0570	1	1	13,727	1	14,877	1	14,877
1404 A	CLERK.....	040980491	4	4	44,302	4	48,498	4	48,498
1406 A	SENIOR CLERK.....	0458B0552	2	2	27,787	2	28,814	2	28,814
1408 A	PRINCIPAL CLERK.....	0557D0671	2	2	31,421	2	35,026	2	35,026
1414 A	ELECTIONS SUPERVISOR.....	0781D0943	1	1	20,690	1	22,066	1	22,066
1426 A	SENIOR CLERK TYPIST.....	0465B0560	1	1	11,518	1	13,556	1	13,556
1446 N	SENIOR CLERK STENOGRAPHER...	048780586				1	15,619		
1471 A	ELECTIONS WORKER.....	063180762	1	1	15,262	1	16,469	1	16,469
1473 A	ELECTIONS PLANNING ASSISTANT	0710B0858	1	1	20,671	1	19,131	1	19,131
1475 A	ELECTIONS PLANNING SUPERVISO	0838B1013	1	1	24,376	1	26,439	1	26,439
1632 A	SENIOR ACCOUNT CLERK.....	0503B0605	1	1	14,615	1	15,790	1	15,790
1842 A	MANAGEMENT ASSISTANT.....	0680B0830	1	1	16,081	1	19,543	1	19,543
9999 A	SALARY SAVINGS	000080000			15,341-				
9999ZA	POSITIONS NOT DETAILED	0000 0000			2,025-				
	TOTAL OBJECT		18*	18*	284,034*	19*	343,579*	18*	327,960*
OBJECT	020 TEMPORARY SALARIES								
1128 A	REGISTRAR OF VOTERS-RECORDER	1304B1580	1						
1129 A	CHIEF DEP REGISTRAR OF VOTER	0882B1067	1						
1220 A	PAYROLL CLERK.....	047300570	1						

03280

CITY AND COUNTY OF SAN FRANCISCO

REPORT 750

POSITION CLASSIFICATION DETAIL

RUN DATE 06/12/80

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	020 TEMPORARY SALARIES								
1404 A	CLERK.....	0409B0491	4						
1406 A	SENIOR CLERK.....	04S0D05S2	2						
1408 A	PRINCIPAL CLERK.....	0SS7B0671	2						
1414 A	ELECTIONS SUPERVISOR.....	0781B0943	1						
1424 A	CLERK TYPIST.....	0424D0510	1						
1426 A	SENIOR CLERK TYPIST.....	0465B0560	1						
1471 A	ELECTIONS WORKER.....	063100762	1						
1473 A	ELECTIONS PLANNING ASSISTANT	071000858	1						
1475 A	ELECTIONS PLANNING SUPERVISO	0830B1013	1						
1632 A	SENIOR ACCOUNT CLERK.....	0S030060S	1						
1842 A	MANAGEMENT ASSISTANT.....	0688B0830	1						
9999ZA	POSITIONS NOT DETAILED	0000 0000			285,464		142,500		102,500
	TOTAL OBJECT		19*	*	285,464*	*	142,500*	*	102,500*
OBJECT	040 FEES AND OTHER COMPENSATION								
9999ZA	POSITIONS NOT DETAILED	0000 0000			399,000		160,950		160,950
	TOTAL OBJECT		*	*	399,000*	*	160,950*	*	160,950*
	TOTAL DEPT		37*	18*	968,498*	19*	647,029*	18*	591,410*

03281

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 754

MANDATORY FRINGE BENEFITS DETAIL

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

SUB-OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
0600	RETIRE CITY MISC	40,547	75,574		23,398	52,176	78,654	57,759	17,815-
0606	SOC SEC	8,802	16,516		4,751	11,765	20,944	19,946	3,430
0610	HEALTH SERVICE-CITY MATCH	6,388	8,660		2,701	5,959	10,158	10,158	1,498
0620	UNEMPLOY INSURANCE		5,762			5,762	2,036	1,921	3,841-
0621	UNEMPLOY INSURANCE-ADMIN C	34	44			44	40	36	8-
	TOTAL DEPT	55,851*	106,556*	*	30,850*	75,706*	111,832*	89,820*	16,736-

CITY AND COUNTY OF SAN FRANCISCO

03282

REPORT 758

EQUIPMENT DETAIL

RUN DATE 06/12/80

FISCAL YEAR 1980-81

DEPT 80 REGISTRAR

EQUIP NO.	DESCRIPTION	UNIT PRICE	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL COUNT	REQUEST AMOUNT	MAYOR'S COUNT	RECOMMENDED AMOUNT
SUBOBJECT 2260 OFFICE						
80001Z	ELECTRIC TYPEWRITER	565	1	565	1	565
TOTAL SUBOBJECT			1*	565*	1*	565*
TOTAL DEPT			1*	565*	1*	565*

D
FORM 4250
03283

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

INDEX SHEET

03283

Registrar of Voters
DEPARTMENT, BOARD, OR COMMISSION

OBJECT | OBJECT TITLE AND EXPLANATION OF CHANGE

001 PERMANENT SALARIES

Base & 1	2&3	Mayor
$ 327,960	$ 343,579	$327,960

It is anticipated that the large salary savings experienced this year will continue next fiscal year at about the same level.

The level 2&3 requested amount includes a request for a new 1446 Senior Clerk Stenographer to act as Secretary for the Registrar of Voters-Recorder.

There are presently assigned nineteen permanent positions in the Recorders Office and eighteen in the Registrar of Voters Office. None of these positions are of a stenographic classification. Dictation is obviously impossible. The Registrar of Voters-Recorder does not have a secretary of any classification. Typing is distributed to whatever individual may be available and able to type. Our correspondence filing is in a poor state.

I know of no office, nor any individual with the responsibilities of the Registrar of Voters-Recorder that does not have a Secretary.

I anticipate that if this position is provided, the individual will serve as the secretary for the Registrar and the Recorder and take an active role in the voter and polling place worker recruitment ordered by the Federal Court.

MAYOR'S COMMENTS: Approved as requested.

010 OVERTIME

Base & 1	2&3	Mayor
$16,570	$23,000	$16,570

Overtime, wisely used, is very cost effective in a seasonal operation like the Registrar when compared to temporary salary expenditures. (The two are largely interchangeable). $16,570 is the amount we spent during the Mayoral election last year for overtime work.

MAYOR'S COMMENTS: Approved as requested.

OBJECT | OBJECT TITLE AND EXPLANATION OF CHANGE

020 TEMPORARY SALARIES

Base &1	2 & 3	Mayor
$102,500	$142,500	$102,500

$142,500 is 1978-79 cost adjusted for salary standardizatio
$102,500 is what I figure we might be able to get by with if we're lucky and if we get the overtime money and property rental money at level 2 & 3.

MAYOR'S COMMENTS: Approved as requested.

040 FEES AND OTHER COMPENSATION

Base & 1	2 & 3	Mayor
$130,000	$160,950	$160,950

$130,000 represents what poll workers were paid in FY 78-
They haven"t had a raise since 1975 and are now well belo
the minimum wage rates. The $160,950 figure represents a raise in pay to reflect the minimum wage rate of $3.10/hr.
Poll workers work a 13 hour day plus a one hour training class. Therefore we propose to pay them $41.00 (13 X $3.1
= $40.30). Inspectors would continue to receive $10.00 more, making $51.00. The present rates are $32.50 and $42.5

	Present	Proposed
Judges 925 X 3	$90,188	$113,775
Inspectors 925 X 1	39,312	47,175
Total	$129,500	$160,950

Incidentally, most of these folks are seniors and all of them are voters.

MAYOR'S COMMENTS: Approved as requested.

OBJECT | OBJECT TITLE AND EXPLANATION OF CHANGE

109 OTHER CONTRACTUAL SERVICES

Base & 1	2 & 3	Mayor
$14,500	$16,900	$14,500

$14,500 is the FY 1978-79 cost plus inflation; it is also half the FY 1979-80 cost. $16,900 was computed as follows:

1. Truck rental	$4,500
2. Office Machine Rental	4,500
3. Office Equipt. maint.	300
4. Other Equipt. maint.	100
5. Equipt. rental	7,000
6. Scavenger Service	500
	$16,900

MAYOR'S COMMENTS: Approved as requested.

111 USE OF EMPLOYEES' CARS

Base & 1	2 & 3	Mayor
$600	$700	

We need at least $700 to pay for mileage of our voter registration outreach workers, pursuant to recent court order requiring bilingual outreach programs.

MAYOR'S COMMENTS: Approved as requested.

112 TRAVEL

Base & 1	2 & 3	Mayor
$50	$400	

Everybody depends on me for answers to elections questions. How do I know so much ? Answer: I go to the meetings and conventions. In FY 78-79 I had to pay my own way and I'll do it again if the money isn't appropriated.

MAYOR'S COMMENTS: Approved as requested.

OBJECT | OBJECT TITLE AND EXPLANATION OF CHANGE

120 OTHER SERVICES

Base & 1	2 & 3	Mayor
$460,000	$610,000	$460,000

The $460,000 figure represents an educated guess at what we might be able to get by with if we're both diligent and lucky. The $610,000 figure was arrived at as follows:

	1979-80 Budget	1980-81 Budget
Telephone	8,000	6,000
Postage	249,223	240,000
Printing	372,579	350,000
Freight	1,500	3,000
Other Svc.	5,000	11,000
	$636,302	$610,000

Other services, postage and printing will be inordinately high next FY because the proposed new Charter will have to be printed and mailed to each voter, in addition to the regular state and local pamphlets.

Freight costs of $3150 were incurred last election; they will be at least that amount next time.

Telephone cost is based on last election plus installation of new phones at the new voting machine warehouse.

MAYOR'S COMMENTS: Approved as requested

130 MATERIALS AND SUPPLIES

Base & 1	2 & 3	Mayor
$3,700	$4,700	

The new Votomatic System requires higher-than-anticipated

MAYOR'S COMMENTS: Approved as requested.

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

Registrar of Voters
DEPARTMENT, BOARD, OR COMMISSION

OBJECT	OBJECT TITLE AND EXPLANATION OF CHANGE
130	MATERIALS AND SUPPLIES (Continued)

electrical maintenance, and we must now buy data processing supplies for it. Hence the slight increase over the adjusted FY 78-79 expenditure level.

MAYOR'S COMMENTS: Approved as requested.

140 FIXED CHARGES

Base & 1	2 & 3	Mayor
$6,250	$6,250	$6,250

The request is for insurance.

1. Insurance on the 4,000 new Votomatic machines and data processing equipment.
2. Liability Insurance on the polling places.

MAYOR'S COMMENTS: Approved as requested.

144 MEMBERSHIP DUES

Base & 1	2 & 3	Mayor
$45	$45	$45

The knowledge gained from membership in this organization is well worth the nominal dues. (Membership authorized by Ordinance 4942)

MAYOR'S COMMENTS: Approved as requested.

146 RENTAL OF PROPERTY

Base & 1	2 & 3	Mayor
$46,100	$51,100	$25,200

OBJECT	OBJECT TITLE AND EXPLANATION OF CHANGE
146	RENTAL OF PROPERTY (Continued)

1. Polling Place Rentals: This year we spend over $10,000 in temporary salaries and overtime people to canvass neighborhoods looking for people willing to rent their garages to us for $25.00. We could probably cut the man-hours in half if we could offer $30.00 per polling place. The rental fee hasn't been raised since 1976. ($30 x 840 polling places = $25,200.

2. New voting machine warehouse: Voting machine warehouse, office, work area, etc. The Director of Property has advised that the Muni Railway will require our remaining space at the Presidio Ave. carbarn (2650 Geary) no later than 12/31/80. This request is submitted upon advice of the Director of Property.

Area required: equipment storage (inclusing secure storage for ballot pages) and assembly and repair area, lavatory and wash-up area for up to forty employees, sufficient heat, light and power to work on the equipment including preparation and loading and unloading. Area must be accessible to medium sized trucks.

13,000 square feet @ 25 cents per square foot for seven months (13,000 x .25 x 7 = $22,750 plus 1000 square feet of office space @ .45 = $3150.

Total Required:

Polling places	$25,200
Warehouse @.25	22,750
Warehouse Office @ .45	3,150
	$51,100

MAYOR'S COMMENTS:

Request for new voting machine warehouse has been denied because MUNI has agreed to allow the Department to continue using space at the MUNI carbarn during FY 1980-81.

Registrar of Voters
DEPARTMENT, BOARD, OR COMMISSION

CITY & COUNTY OF SAN FRANCISCO
BUDGET EXPLANATIONS
FISCAL YEAR

OBJECT — OBJECT TITLE AND EXPLANATION OF CHANGE

220 EQUIPMENT

Base 1	2 & 3	Mayor
0	$565	$565

1 electric typewriter. At the present time we rent electric typewriters on virtually a year-round basis. The special typewriters are used for data entry.

MAYOR'S COMMENTS: Approved ss requested.

303 SERVICES OF OTHER DEPARTMENTS

Base & 1	2 & 3	Mayor
$1,653	$1,653	$1,451

Estimate provided by Director of Property to locate and secure adequate rental spsce for relocating of voting machine warehouse.

MAYOR'S COMMENTS: Reduced due to passage of Proposition P.

310 CENTRAL SHOPS

Base & 1	2 & 3	Mayor
$600	$600	$577

Based on Central shops' best estimate.

MAYOR'S COMMENTS: Reduced due to passage of Proposition P.

318 BUILDING REPAIR

Base & 1	2 & 3	Mayor
$200	$200	$200

Based on past experience

MAYOR'S COMMENTS: Approved as requested.

OBJECT — OBJECT TITLE AND EXPLANATION OF CHANGE

340 CONTROLLER'S EDP

Base & 1	2 & 3	Mayor
$102,791	$102,791	$100,886

Amount requested is based on estimate provided by EDP and includes no new services, goods, hardware or software that I am aware of.

MAYOR'S COMMENTS: Reduced due to passage of Proposition P.

350 REPRODUCTION

Base & 1	2 & 3	Mayor
$3,500	$4,000	$3,500

In an effort to cut costs we have been using Purchaser's Reproduction shop more than ever. This is sometimes don in lieu of xeroxing and sometimes in lieu of outside vendors.

MAYOR'S COMMENTS: Approved as requested.

13101 SPECIAL ELECTION RESERVE FUND

Base & 1	2 & 3	Mayor
$0	$25,887	$0

Charter Section 9.110 requires that $50,000 be maintaine in the special election reserve fund. $25,887 would be needed to bring the fund up to the $50,000 requirement.

It seems that $50,000 wss what it cost to run a specisl election in 1932. These days it would cost $375,000 so the special fund is prsctically useless to us, hence the base amount of zero.

MAYOR'S COMMENTS: Denied due to budget constraints.

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MSO-BUDGET REPORT 102-C RUN NBR: 79/13/26 DATE: 06/12/80 TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

* DEPARTMENT LEVEL *

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

DEPT PAGE: 1

FOR FISCAL YEAR 1980-81 : PHASE C

****** PROGRAM STRUCTURE ****** ********* ORGANIZATION STRUCTURE *********

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 44 RETIREMENT SYSTEM

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPARTMENT REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	497,061	0	38,000	0	0	0	0	0
GENERAL FUND UNALLOCATED	5,083,290	6,306,735	6,534,994	6,507,087	6,507,112	6,507,140	6,507,209	6,418,242
SPECIAL FUND REVENUES - CREDITED TO DEPT	564,124	0	394,459	0	0	0	0	0
TOTAL BUDGETED	6,144,475	6,306,735	6,967,453	6,507,087	6,507,112	6,507,140	6,507,209	6,418,242
TOTAL DEPARTMENT	6,144,475	6,306,735	6,967,453	6,507,087	6,507,112	6,507,140	6,507,209	6,418,242
DEPARTMENT EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	1,322,415	1,567,123	1,771,449	1,832,519	1,832,545	1,832,574	1,832,644	1,749,060
CONTRACTUAL SERVICES	135,607	118,600	118,600	126,832	126,832	126,832	126,832	126,832
OTHER CURRENT EXPENDITURES	6,386,886	6,093,459	7,235,985	6,827,272	6,827,271	6,827,270	6,827,269	6,274,828
EQUIPMENT/CAPITAL OUTLAY	6,908	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	5,006,381	4,694,879	4,774,017	4,732,283	4,732,283	4,732,283	4,732,283	4,713,420
RECOVERIES	6,713,722-	6,167,326-	6,932,598-	7,011,819-	7,011,819-	7,011,819-	7,011,819-	6,445,898-
TOTAL BUDGETED	6,144,475	6,306,735	6,967,453	6,507,087	6,507,112	6,507,140	6,507,209	6,418,242
TOTAL DEPARTMENT	6,144,475	6,306,735	6,967,453	6,507,087	6,507,112	6,507,140	6,507,209	6,418,242
DEPARTMENT EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	84	72	72	72	72	72	72	72
INTERDEPT WORK ORDER POSITIONS	4	4	4	3	3	3	3	3
TOTAL BUDGETED	88	76	76	75	75	75	75	75
NON-BUDGETED	5	5	5	0	0	0	0	0
TOTAL DEPARTMENT	93	81	81	75	75	75	75	75

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DEPARTMENTAL PROGRAM SUMMARY*

1. MSA: General Administration and Finance

Department: 44 - Retirement System

	Program Title	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment	Mayor's Recommended
2.	Administration	319,457	380,448	380,448	409,476	409,476	409,476	409,476	403,707
3.	Retirement	901,898	1,008,301	1,016,301	1,087,849	1,087,875	1,087,904	1,087,974	1,073,130
4.	Compensation	597,692	653,815	653,815	5,009,759	5,009,759	5,009,759	5,009,759	4,941,405
5.	Compensation Interdepartmental	- - - - -			6,459,378	6,459,378	6,459,378	6,459,378	6,445,898
6.	Compensation Recoveries	- - - - -			6,459,378	6,459,378	6,459,378	6,459,378	6,445,898
7.		- - - - -							
8.		- - - - -							
9.		- - - - -							
10.		- - - - -							
11.		- - - - -							
12.		- - - - -							
13.		- - - - -							
14.		- - - - -							
15.		- - - - -							
16.		- - - - -							
17.	Department Expenditures	1,819,047	2,042,564	2,050,564	6,507,084	6,507,110	6,507,139	6,507,209	6,418,242

* Excludes Transfers and Contributions

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DIVISION SUMMARY BY MAJOR CATEGORY

MSA: General Administration & Finance

Program:

Department: 44 Retirement System

Division: Administration

Division Revenue Summary	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment
General Fund Revenues - Credited to Department	$						
General Fund Unallocated	319,457	380,448	380,448	409,476	409,476	409,476	409,476
Special Fund Revenues - Transferred to Gen'l Fund							
Special Fund Revenues - Used By Department							
Budgeted Revenues	319,457	380,448	380,448	409,476	409,476	409,476	409,476

Division Expenditure Summary							
labor Costs	$ 187,411	214,926	214,926	235,961	235,961	235,961	235,961
Overhead							
Contractual Services	36,052	55,595	55,595	63,466	63,466	63,466	63,466
Other Current Expenditures	30,443	14,286	14,286	15,122	15,122	15,122	15,122
Equipment/Capital Outlay							
Services Of Other Departments	65,551	95,641	95,644	94,927	94,927	94,927	94,927
Work Order Recoveries							
Debt Service							
Budgeted Expenditures	319,457	380,448	380,448	409,476	409,476	409,476	409,476

Division Employment Summary							
Permanent Positions	7	7	7	6	6	6	6
Temporary Positions							
Inter-Departmental Work Order Positions							
Budgeted Positions	7	7	7	6	6	6	6
Non-Budgeted Positions	1	1	1				
Total Division Positions	8	8	8	6	6	6	6

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DIVISION SUMMARY BY MAJOR CATEGORY

1. MSA: General Administration & Finance
2. Program:

Department: 44 Retirement System
Division: Retirement Services and Accounting

	Division Revenue Summary	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment
3.	General Fund Revenues - Credited to Department. .	$						
4.	General Fund Unallocated	901,898	1,008,301	1,016,300	1,087,849	1,087,875	1,087,904	1,087,974
5.	Special Fund Revenues - Transferred to Gen'l Fund							
6.	Special Fund Revenues - Used By Department . . .							
7.	Budgeted Revenues	901,898	1,008,301	1,016,300	1,087,849	1,087,875	1,087,904	1,087,974

	Division Expenditure Summary							
10.	labor Costs	$ 532,101	690,835	697,234	778,904	778,930	778,959	779,029
11.	Overhead							
12.	Contractual Services	51,986	1,925	1,925	1,404	1,404	1,404	1,404
13.	Other Current Expenditures	98,597	91,025	92,625	95,166	95,166	95,166	95,166
14.	Equipment/Capital Outlay	6,908						
15.	Services Of Other Departments	212,306	224,516	224,516	212,375	212,375	212,375	212,375
16.	Work Order Recoveries							
17.	Debt Service							
18.	Budgeted Expenditures	901,898	1,008,301	1,016,300	1,087,849	1,087,875	1,087,904	1,087,974

	Division Employment Summary							
21.	Permanent Positions	36	36	36	37	37	37	37
22.	Temporary Positions	4	4	4	2	2	2	2
23.	Inter-Departmental Work Order Positions	5	5	5	5	5	5	5
24.	Budgeted Positions	45	45	45	44	44	44	44
25.	Non-Budgeted Positions	16	12	12	4	4	4	4
26.	Total Division Positions	61	57	57	48	48	48	48

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03291

DIVISION SUMMARY BY MAJOR CATEGORY

1. MSA: General Administration and Finance
2. Program:

Department: 44 Retirement System

Division: Compensation

	Division Revenue Summary	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment
3.	General Fund Revenues - Credited to Department. .	$						
4.	General Fund Unallocated	597,692	653,815	653,815	5,009,759	5,009,759	5,009,759	5,009,759
5.	Special Fund Revenues - Transferred to Gen'l Fund							
6.	Special Fund Revenues - Used By Department . . .							
7.	Budgeted Revenues	597,692	653,815	653,815	5,009,759	5,009,759	5,009,759	5,009,759

	Division Expenditure Summary							
10.	labor Costs	$ 556,265	629,426	629,426	721,181	721,181	721,181	721,181
11.	Overhead							
12.	Contractual Services	5,935	80	80	962	962	962	962
13.	Other Current Expenditures	11,255	10,065	10,065	9,939	9,939	9,939	9,939
14.	Equipment/Capital Outlay							
15.	Services Of Other Departments	24,237	14,244	14,244	4,277,677	4,277,677	4,277,677	4,277,677
16.	Work Order Recoveries							
17.	Debt Service							
18.	Budgeted Expenditures	597,692	653,815	653,815	5,009,759	5,009,759	5,009,759	5,009,759

	Division Employment Summary							
21.	Permanent Positions	29	29	29	29	29	29	29
22.	Temporary Positions	1	1	1	1	1	1	1
23.	Inter-Departmental Work Order Positions							
24.	Budgeted Positions	30	30	30	30	30	30	30
25.	Non-Budgeted Positions	3	7	7	1	1	1	1
26.	Total Division Positions	33	37	37	31	31	31	31

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DIVISION SUMMARY BY MAJOR CATEGORY

1. MSA: General Administration and Finance
2. Program:

Department: 44 Retirement System
Division: Compensation Interdepartmental

	Division Revenue Summary	1978-79 Actual	1979-80 Original	1979-80 Revised	1980-81 Base	First Increment	Second Increment	Third Increment
3.	General Fund Revenues - Credited to Department. .	$						
4.	General Fund Unallocated							
5.	Special Fund Revenues - Transferred to Gen'l Fund							
6.	Special Fund Revenues - Used By Department							
7.	Budgeted Revenues							

	Division Expenditure Summary							
10.	labor Costs	$			96,473	96,473	96,473	96,473
11.	Overhead							
12.	Contractual Services				61,000	61,000	61,000	61,000
13.	Other Current Expenditures				6,154,601	6,154,601	6,154,601	6,154,601
14.	Equipment/Capital Outlay							
15.	Services Of Other Departments				147,304	147,304	147,304	147,304
16.	Work Order Recoveries				6,459,378	6,459,378	6,459,378	6,459,378
17.	Debt Service							
18.	Budgeted Expenditures				-0-	-0-	-0-	-0-

	Division Employment Summary							
21.	Permanent Positions							
22.	Temporary Positions							
23.	Inter-Departmental Work Order Positions							
24.	Budgeted Positions							
25.	Non-Budgeted Positions							
26.	Total Division Positions							

INCREMENT NARRATIVES

03293

Department: 44 EMPLOYEES' RETIREMENT SYSTEM

Division:

Increment:

I. It is the responsibility of the Employees' Retirement System to insure that those who decide the funding level of this Department are fully aware that the Retirement System does not simply provide a desirable "SERVICE" which can be increased or decreased, depending on the availability of funds. The City is legally mandated to administer a Retirement System and a Workers' Compensation Program. The basis of this mandate is the City Charter, Sections 3.670 through 3.672, and 8.500 through 8.588-14; Administrative Code, Sections 16.29 through 16.89-14; and the California Labor Code.

RETIREMENT - The City has a legal obligation to pay benefits to those employees who qualify. The cost of these benefits is paid by the City and the employees through contributions to the Retirement Fund. Currently, the City contributes approximately $120,000,000 per year; employees contribute $23,000,000 per year. The Retirement Fund has assets totaling over $1,000,000,000 and has unfunded liability of over $540,000,000.

The seven Retirement Board members are Trustees and have a fiduciary responsibility for the investment of the Fund and are personally liable for "Breach of Fiduciary Duty." A Trustee is legally obligated to make good any losses resulting from such a breach.

The annual payments made to the Retirement System are based on the earnings of the Fund. Therefore, it is not in the City's interest to reduce the funding level and the Retirement System's ability to properly administer a responsibility of this magnitude.

A reduction in funding level will only result in a backlog of work that must eventually be eliminated at a greater cost. Backlogs distort the data upon which the investigation is based. This impacts on the contribution rate which determines the City's payment to the fund. It also hampers the Department's ability to maximize revenue from various sources, such as earnings from the Trust Fund, subrogations, subventions, and adjustment of Industrial Compensation injuries.

The Retirement System has never been considerad a "revenue producer" since the City funds this Department from ad valorem taxes; however, it does in fact produce revenue which offsets

Increment:

the City's costs. The following lists this Department's approximate revenue for the year:

1)	Investment Earnings	$61,000,000.00
2)	Subrogations	117,000.00
3)	State Subventions	500,000.00
	Total	$61,617,000.00

WORKERS' COMPENSATION - The California Labor Code requires all employees to be insured for industrial injuries by the State of California or under a permissively self-insured program. The City has chosen to be permissively self-insured. The Retirement System operates the Compensation Work Program at considerably lower cost than if it were operated by the State Workers' Compensation Fund. Under the self-insured agreement, the City must comply with all the regulations relating to the Workers' Compensation section of the California Labor Code or lose its self-insured status. A lack of funds is not a valid reason for failing to comply.

Divisions and Functions

A. The aim of the Administration Division is to prepare and process Retirement Board cases in a timely fashion and to establish and implement all Department policy.

B. The aim of the Investment Division is to maximize earnings for an investment portfolio of over $1,000,000,000 and to meet the assumed earnings rate set by the Retirement Board.

C. The aim of the Retirement Services and Accounting Division is to process new members into the System, maintain member accounts within three months of current status, maintain a trust fund for individual members and the City and County of San Francisco in accordance with generally accepted principles of accounting, to begin payment to newly retired members within two months following retirement, to pay monthly warrants to 12,500 retirees, to pay death benefits to beneficiaries, to process timely applications for withdrawals of contributions submitted by members who have terminated their membership in the Retirement System, and to provide

Increment:

information and assistance when necessary.

D. The State of California requires Workers' Compensation protection for all employees within its political sub-divisions and has authorized the City and County of San Francisco to be permissively self-insured. The Workers' Compensation Division of this Department performs this self-insured function: it maintains medical emergency and extended care treatment facilities, makes timely disability payments to employees and pays medical bills for work-related injuries and illness within two months following receipt.

Legal Settlements which Affect Workload

Law suits which grant retroactive pay raises to various categories of City employees, many of whom are already retired, have continued to increase our workload. Retroactive adjustments, which were the exception years ago, are now the rule rather than the exception. The number of retirements for fiscal year 1978-79 totaled 853. In that same period, 718 retirements were adjusted. In fiscal year 1979-80, the number of retirement adjustments for the Killian Case and the 7-month retroactive pay raise will total 903. If the City has to pay the additional 5-month retroactive pay raise for 1978-79, it will probably require recalculating approximately 1200 retirements.

II. Historical Experience and Analysis of Reductions - Imposed and Voluntary

Imposed - For the past five years, the funding level of the Retirement System has continued to be reduced, while concurrently, our workload has increased in both volume and complexity. Seven positions were eliminated in 1975-76, and four additional positions were eliminated in 1976-77. There was a salary savings of $54,229 in 1978-79, and a loss of 514 workdays due to the hiring freeze; a salary savings of $168,079 in 1979-80

The CETA employees have been reduced from 22 to 5. The Mayor's office has informed us that CETA "replacements will no longer be available." The effects of this reduction will be difficult to absorb. Adjustments have been made since these reductions in CETA personnel began. Desirable but non-mandated services

Increment:

have been eliminated and better utilization of the permanent staff with assistance from temporary personnel has compensated for the reduction.

Further effectiveness could only be accomplished if the Department were able to operate outside of the cumbersome and ineffective City bureaucracy. This may be possible since the passage of Proposition H last November 1979. That Charter Amendment created the Retirement Fund as a "Trust Fund". Legislation is now pending in Congress that would require all public employee retirement funds to be classified and administered solely as "Trusts" on behalf of the members and their beneficiaries. Legislation has already been enacted making the Retirement Board members fiduciaries who are personally liable for a breach of fiduciary duty. This personal liability and the creation of the Retirement System as a Trust may be the legal bases for allowing the Retirement System to operate with a degree of autonomy.

The Retirement System would not be able to implement all legally mandated programs with an 80% or 90% budget. Any attempt to implement the proposed 80% or 90% budget through a proportionate reduction in each major work program would simply reduce the effectiveness in all programs to unacceptable levels. We believe it would be preferrable to confine such cripling reductions to one major program area, rather than risk the gradual deterioration of all major programs. Accordingly, all reductions will be made in the Workers' Compensation program. The basis for this decision is that the Workers' Compensation program can be assumed by the State Compensation Fund if the City falls into non-compliance with its legal responsibilities as defined by State law. The Retirement work program, on the other hand, is the City's responsibility and its functions are not assumable by any other State agency. At base budget level, the bulk of the Workers' Compensation program would be discontinued, except for medical treatment and benefit payments.

Voluntary Savings - Since October 1, 1974, the Retirement System has had an investment advisory relationship with Crocker Investment Management Corporation. CIMCO provides investment services to the Retirement System and its staff at a fee of $100,000.00 per year.

As a cost-saving measure, the staff has recommended

Increment:

the termination of the investment management relationship with Crocker. It is the opinion and judgment of the investment staff that the services being rendered through CIMCO are alternatively provided by an entire array of top-flight Wall Street brokerage firms. Consequently, the savings will not be at the expense of doing without the talents and abilities of the very best analysts and investment personnel throughout the industry.

BASE BUDGET (100%)

I. Retirement and Administration

A. Service Results

Retirement and Administration work programs will be funded at the same level as 1979-80. Management can accomplish the primary goals and objectives established for these programs at this funding level with the aid of properly classified positions. Consequently, the following positions and new classifications are requested:

Add

Two A-212	Assistant Retirement Analyst
Two A-213	Retirement Analyst

Delete

Two A-211	Retirement Specialist
Two A-215	Industrial Claims Adjuster

These positions will create a professional class capable of dealing with an increasingly complex system under adverse conditions. No additional funds will be required.

In the 1979-80 budget, this Department discussed the creation of five new classifications with the Mayor's office, the Budget Analyst, and Civil Service.

There seemed to be unanimous approval of the need for these new classifications. They were passed in our budget by the Mayor's office and the Board of Supervisors. However, after interviewing the employees currently in those unclassified positions, the Classification Section has recommended that none of the five new classifications be approved. The Classification staff is concerned over the criticism that it

Increment:

has already created too many classifications. The classification is still under consideration pending the submission of additional data to substantiate our request. The number of new classes requested has been reduced from five to two. These two classes represent a much needed professional group capable of dealing with an increasingly complex retirement system. For too long now this Department has had to function with a large clerical group directed by a disproportionate number of supervisors.

B. Consequences

The Retirement and Administration Work Program will suffer no adverse consequences, as no reductions were made.

II. Compensation

A. Service Results

The Compensation Work Program will be funded at the same level as 1979-80. At this level, the primary goals and objectives established for this program can be accomplished satisfactorily. In the Budget for 1979-80, this Department requested the creation of two new classes; an Industrial Claims Adjuster and a Senior Industrial Claims Adjuster. The Classification Section of Civil Service has recommended disapproving our request. They suggest instead that the duties listed in the classification now used be changed to reflect the actual duties performed by our employees in the 8140 Investigator Class. While that is not the preferred solution, it is acceptable, and an A-215 Industrial Claims Adjuster is deleted.

B. Consequence

The Administration of the Compensation Work Program will suffer no adverse consequence at this funding level.

Increment #2 - Same funding level as Base Budget.

Increment #3 - Same funding level as Base Budget.

03296

INCREMENT NARRATIVES

Department: 44 EMPLOYEES' RETIREMENT SYSTEM

Division:

Increment:

to $765,980. This deficit may vary depending on the number and type of injuries which occur during the year.

Increment #4 - Same funding level as Increment #3.

Closing Comments

There are two primary considerations which I think should affect the selection of the funding level for the Retirement System - one moral - one legal.

Moral Considerations

The greatest financial asset of most City employees is their investment in the Retirement System. This investment will provide a retiree with a source of income for life. This benefit extends to the spouse in the event of the death of the retiree. To pay for this benefit, the employees and the City have contributed to a fund which is currently in excess of $1,000,000,000 dollars! It is obviously critical that the Retirement System be funded at a level which will allow us to properly administer a fund which represents an investment of such magnitude.

A second benefit paid to employees is Workers' Compensation. The City has assumed the legal responsibility of making weekly payments to employees who are injured on the job. Many injured employees rely solely on this income which is less than their regular pay. In addition, the City must insure that these employees receive proper medical treatment. It also has a responsibility to make timely payments to those vendors who have provided medical services to injured employees. Last year, 11,906 employees were treated for industrial injuries at a cost of $7,341,863.00 dollars.

Legal

Given the legal mandates under which the Retirement System operates, and it's revenue-producing capability, I think it is in the best interest of the City to establish a funding level higher than the 80-90% given to most departments. While those departments provide "Services" that are desirable and necessary, they are not always legally mandated.

Increment:

INCREMENT NARRATIVES

03297

Department: 44 Retirement System

Division:

Increment:

The Mayor's office has requested that the Retirement System submit an 80% and 90% Administrative Budget for Fiscal 1980-81. Such a budget would require that positions be deleted since salary is the only area that can be cut. The following cuts in personnel would be required:

80% BUDGET 1980-81

$ 364,269 Delete 17 Positions
$ 110,641 Salary Savings - Unfill 6 Positions

Delete

2 - 2220	Physician	1723 B/W	$ 83,937	Compensation
1 - 8165	Assist. Comp. Claims Supv.	1125	29,362	"
5 - 8140	R. S. Investigator	826	107,793	"
2 - 1476	Sr. Claims Process Clerk	647	33,773	"
1 - 1474	Claims Process Clerk	575	15,007	"
1 - 1630	Account Clerk	526	13,728	"
1 - 1426	Sr. Clerk Typist	560	14,616	Retirement Svs.
1 - 1424	Clerk Typist	510	13,311	"
1 - 1408	Principal Clerk	671	17,513	"
2 - A212	Assistant Retirement Analyst	622	35,229	"
			$ 364,269	

Salary Savings

1 - 1829	Operations Analyst	748	$ 19,552	Retirement Svs.
1 - 1842	Management Assistant	838	21,871	"
2 - 1202	Personnel Clerk	544	28,396	"
1 - 1632	Senior Account Clerk	605	15,790	"
1 - 1652	Senior Accountant	796	20,715	"
Floating			4,272	"
			$ 110,641	Unfill 6 Positions

90% BUDGET 1980-81

$ 185,015 Delete 9 Positions
$ 123,179 Salary Savings - Unfill 7 Positions

Delete

1 - 2220	Physician	1723 B/W	$ 43,303	Compensation
4 - 8140	R.S. Investigator	826	86,234	"
2 - 1630	Account Clerk	526	27,456	"
1 - 1474	Claims Process Clerk	575	15,007	"
1 - 1630	Account Clerk	526	13,015	Retirement Svs.
			$ 185,015	

Salary Savings

1 - 1829	Operations Analyst VAC	748	$ 19,552	Retirement Svc.
1 - 1842	Management Assistant	838	21,871	Retirement Svc.
2 - 1202	Personnel Clerk	544	28,396	Retirement Svc.
1 - 1652	Senior Accountant	796	20,775	Retirement Svc.
1 - 1632	Senior Account Clerk	605	15,790	Retirement Svc.
1 - 1476	Senior Claims Process Clerk		16,810	Compensation
			$123,179	= Unfilled Positions

Increment:

BASE BUDGET AND INCREMENT 2 - 80%

A base budget of 80% requires a reduction of the current budget totaling $441,867. The following explanation and analyses detail s the effects of such a reduction on specific work programs and the department as a whole.

I. Explanation of Priorities

Legal Mandates - Although the Retirement System has established an order of priorities, all functions performed by the Retirement are specifically mandated by law, the City Charter, the Administrative Code, and the California State Labor Code. The Courts also direct this department to implement their mandates. We may defer performing a function, but we may not avoid it. The original Budget Narrative lists all priorities.

Fiscal Circumstances - The legally mandated nature of services performed by the Retirement System precludes the availability of funds as a consideration for reducing the funding level of this department. Declaring bankruptcy would be an exception.

Pending Developments - The work load of this department could be significantly impacted by the number of employees laid off city-wide. Lay-offs will increase retirements, withdrawals of contributions, and possibly industrial injuries. Counseling employees on their rights and benefits is critical and time-consuming. Employees laid off will need their contributions refunded as quickly as possible.

II. Impact on Resources

At Base Budget (80%) the Retirement System must delete 17 permanent positions and leave unfilled the equivalent of 6 positions. This represents a reduction of 24% by deletion and 8% by salary savings.

The Compensation Work Program would lose 2 physicians (2220), 1 Assistant Compensation Claims Supervisor (8165), 5 Investigators (8140), 2 Senior Claims Clerks (1476), 1 Claims Process Clerk (1474), and 1 Account Clerk (1630). As a result of service reductions in the Compensation Work Program, revenues from Subrogations would be reduced by approximately $100,000. Subrogation is an area which has a potential for additional revenue. Adequate staffing would allow for critical revue. State Subventions currently total $500,000. At a Base Budget level, it would be impossible to provide the statistical data required by the State for reimbursement.

The Retirement Services and Accounting Work Program will lose 2 Clerk Typists (1424-1426), 1 Principal Clerk (1408), and 1 Assistant Retirement Analyst. It will also leave unfilled 1 Operations Analyst (1829), 1 Management Assistant (1842), 3 Clerks (1202-1632), and 1 Senior Accountant (1652).

INCREMENT NARRATIVES

03298

Department: 44 Retirement System

Division:

Increment:

III. Impact on Services - Service Deliveries - Service Consequence

Compensation Division - Funding at Base Budget will reduce the number of employees which can be treated in the Franciscan Treatment Room. With only one physican on duty, St. Francis Hospital will have to provide much more medical care. Currently all industrial injuries receive initial medical treatment from our staff physicians. If necessary, they are referred to a specialist. On week-ends and at night, St. Francis Hospital provides medical treatment. The Retirement System goal of providing adequate medical treatment to City employees who sustain an industrial injury can still be achieved by assigning a greater patient load to St. Francis Hospital. The consequence of this would be an overall increase in medical costs to the City. The City has elected to assume from the State of California the responsibility for industrial injuries. It has done so because it is less expensive than allowing the State to provide such care. If the City fails to comply with its responsibility, it will lose its self-insured status. The consequence of that would be even more costly.

The ability of the Compensation Division to adjust claims would be minimal with the loss of one Assistant Compensation Claims Supervisor and five Adjustors. The Claims Supervisor and the two remaining Assistant Compensation Claims Supervisors would have to perform that function on a limited basis. They would perform the State mandated requirements. Case analyses and preparation currently performed for our attorneys would be minimal. The consequence of this would be more decisions against the City by the Workers Compensation Appeals Board. There would be a minimal monitoring of employees on the disability rolls. Case analyses with consulting physicians would be eliminated. All that would certainly increase the overall costs of cases handled by the Division. That cost will be about $8,000,000 next year, including Special Funds and excluding $4,000,000 for Police and Firemen.

A reduction in the clerical staff of four employees will leave only four clerical employees to staff the Medical Intake Unit, mail, make medical referrals, pay vendor bills and pay the disability roll. Vendor bills would immediately begin to backlog. The number of vendors refusing to transact business with the City would increase once they knew they were not being paid. Disability rolls - payments to injured employees - would certainly be late. The consequence of a late roll is a 10% fine. The

10% is based on the total award not simply on the particular payments which are late. This would result in increased costs to the City. It would also prove a hardship to the injured employee who is relying on this as his source of income.

Considering all of the above, City cost would not only rise percipitously, but probably the State would withdraw our Self-Insured status.

Retirement Services and Accounting Division - The loss of five Clerical and two professional employees in addition to six unfunded positions would have the following effect in this Division.

Member Services

This unit would reduce the five day schedule now maintained; New employees would be processed two days a week. Retirement interviews would be by appointment only - no exceptions. Only one phone would be available for information. Refund of contributions would be delayed to about 4-6 months. Adjustments to retirements would be done only when time would permit. Payment of first retirement check to an employee would take about 3 months.

Increment:

Member Accounts

Data input into the computer would be delayed. The consequence of this is that the data provided to the Consulting Actuary will not be up to date. This data is the bases for the City Contribution Rate.

INCREMENT 3 AND 4 - 90%

I. Explanation of Priorities

This was given in the original Budget Narrative.

II. Impact on Resources

At a 90% funding level, the Retirement System must delete 9 positions and leave unfilled the equivalent of 7 positions. The Compensation Work Program will lose 1 physician (2220), 4 Adjustors (8140), 3 Clerks (1630-1474), and leave unfunded 1 Clerk (1476). As a result of service reduction, the Compensation Work Program revenue from Subrogations would be reduced by approximately $100,000. State Subventions currently total $500,000. At a 90% funding level, that amount could be substantially reduced as it would be impossible to provide all the statistical data required by the State for reimbursement.

The Retirement Services and Accounting Work Program will lose 1 Clerk (1630) and leave unfilled one Operations Analyst (1829), one Management Assistant (1842), 2 Personnel Clerks (1202), one Senior Accountant (1652), and one Senior Account Clerk. (1632).

III. Impact on Services - Service Deliveries - Service Consequence

Compensation Division -

a) Franciscan Treatment Room

Funding at the 90% level will increase the medical staff at the Franciscan Treatment Room to two physicians rather than one. Some assistance from St. Francis Hospital will be required for vacation relief or other absences. Two physicians however can provide adequate treatment to most injured employees.

b) Claims Adjusting Unit

Four Adjustors (8140) will be deleted at this funding level. The one remaining adjustor will need the assistance of three Assistance Compensation Claims Supervisors. Case preparation and analyses vital to the City Attorney's Office where he appears before the Workers Compensation Appeals Board will be materially affected. Investigations will be down to a minimum. At the 80% level, there would be no investigations.

Monitoring of employees on disability payments would be reduced. All this would obviously result in higher Compensation Cost. The increased staffing of one Assistant Compensation Claims Supervisor and one Claims Adjustor (8140) will improve the situation, but the loss of four Claims Adjustors is substantial.

The clerical support at this level is increased by two Senior Claims Process Clerks. This will reduce the 10% fines due to late delivery of disability payments. The reduction of two Account Clerks will cause a considerable delay in the payment of vendor bills. Backlogs will accumulate although at a slower rate.

INCREMENT NARRATIVES

03299

Department: 44 Retirement System

Division:

Increment:

The basic difference between the 90% and 80% funding level is that at 90%, the City would maintain its Self-Insured Status, whereas at the 80% level, it would forfeit it eventually. The second difference is the much higher cost to the City due to a loss of revenue by Subrogation ($100,000) and by State Subventions ($500,000). But the greater loss by far would be from the inability to properly adjust cases of industrial injury, conduct investigations, analyse injuries with consulting physicians and assist the City Attorney in preparing a case that will be heard by the State Workers Compensation Appeals Board. If the consequence of deleting positions in this department resulted in providing less services which were considered desirable, beneficial or even necessary, but would cut cost, that decision would be appropriate. However, deleting positions will result in much greater costs elsewhere. It is my opinion that the City should invest additional funds in a safety program in an effort to reduce current costs which are substantial.

Retirement Services and Accounting Division - This Division will lose one Account Clerk and leave unfunded 6 positions. The effects of this reduction are as follows.

Member Services Unit

Data input will be delayed. This data is used by our Consulting Actuary to determine the City contribution rates.

Refund of Contributions will be delayed 3-4 months. This will cause a hardship on those employees who are laid off and are depending on these funds to tide them over until they can obtain other employment. Depending on the number of layoffs, this refund time could be greater. Retirement interviews would be by appointment only. General information to employees would be delayed. Processing of new employees may be limited to three days a week.

Benefit Calculation and Payment Unit

Retirement payments would continue in a timely manner. However, adjustments would be made only when time permitted. If however we came under Court Order to make adjustments, retroactive payments, etc., then other areas would fall behind.

Accounting Unit

The loss of a Senior Accountant in the unit is critical. The most current Audit Financial Report is as of June 30, 1977. We have closed the books for 1977-78, and are awaiting the auditor's report. This still leaves 1978-79, and the current year 1979-80. FIRM and FAMIS have caused us additional problems. A Principal Accountant is assigned full time to deal with all the information needed in the proper format. The City is attempting to correct those problems. The Consulting Actuary also needs accounting data to determine the City contribution rates.

Closing Comments

During the presentation to the Board of Supervisors on the projected deficit for fiscal 1980-81, Mr. Nothenberg was asked a question by Supervisor Ella Hutch.

Supervisor Hutch wanted to know if any effort had been made to reduce the cost of operating City Departments. Mr. Nothenberg explained that departments have been cut year after year since 1975-76. Always receiving a percentage of the current years budget. So that today, a 100% funding level is closer to 75% of our 1974-75 budget, which today buys even less. Adjustments have been made for salary standardization, but not for other items which have a much higher cost due to inflation.

Increment:

The other point made was that the level of service had not decreased proportionately. This is true of the Employees' Retirement System. This department has consolidated and reorganized from four operating divisions down to two. Three new classifications have been requested from Civil Service. They provide more flexibility. Management has been creative, demanding and has provided the leadership which has enabled the department to keep an acceptable level of service with the assistance of the professional and clerical staff. This department, however, is already stretched too thin. There is no depth of experienced personnel; turnover is high. Many of our employees are on promotional lists. The entire accounting staff (5) will be taking promotional exams already announced. Many of our critical positions are staffed with temporary employees. For all these reasons, it is critical that this department's administrative budget be funded at 100% of the current level.

A percentage reduction penalizes the department for costs which do not relate to service delivery. For example, the Retirement System pays rent for its space; auditors to audit our books; for an investigation and an evaluation to consulting actuaries that calculate the City contribution rate; for legal services to the City Attorney, etc. Since these costs cannot be reduced, the reduction is made in our permanent salaries account.

Next year, the Investment Division is reducing the expenses by $120,000. It will not use the consulting services of Crocker Bank. That work will be performed in-house. It is also implementing procedures that will increase revenues from the Investment Portfolio. However, because of a change in the Controller's budget procedures, the Investment Division's saving does not reflect in our Department's budget and consequently we receive no credit for the $120,000 savings on the revenue increases.

The Retirement Board members are fiduciaries and personally liable for the administration of the Retirement System. Consequently, they do not approve of reducing the funding level below its present amount. The Retirement Board has the power and duty to terminate the City's Self-Insured Status for industrial liability when the City can no longer adequately meet that responsibility. The Retirement Board is convinced that the budget it previously adopted would enable the department to provide an appropriate level of service.

Personnel Analyses

Base Budget and Increment 2 - 80%

Authorized positions - 72 (excluding Investment Personnel 5)
Currently filled - 70
Unfilled - 2

Anticipated layoff under an 80% budget - 16

Increment 3 and 4 - 90%

Anticipated layoff under a 90% budget - 8

100% Administrative Budget

Anticipated layoff 2

03300

MAYOR'S ANALYSES

Department: Retirement System

Division:

Effect on Department:

One filled position of claims adjustor will be vacated. A $70,000 reduction in temporary salaries will occur.

Effect on Public:

At this funding level work programs of the department will continue at current levels. A previously existing backlog in medical claims has been eliminated, and all claims will be processed on a timely basis, even with the elimination of one position. The number of claims expected is 7,500: (up from 7,300 in 79-80). 32,000 vendor bills will be processed: (up from 31,200 in 79/80). 900 retirements will be processed in timely fashion: (same as 79/80). 1,200 retirement re-calculations will be made: (up from 900 in 79/80).

03301

03301

BPREP REPORT 740

RUN DATE: 06/12/80
TIME: 15:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

DEPT: 44 RETIREMENT SYSTEM

FOR FISCAL YEAR 1980-81

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	1979-80 REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
	GENERAL FUND REVENUES CREDITED TO DEPT:								
6023	WKS COMP DIS IND	411,940	0	0	0	0	0	0	0
6024	WKS COMP DEA BEN	43,339	0	0	0	0	0	0	0
7099	OTH GEN GVT CHAR	41,782	0	38,000	762	37,238	0	0	0
*	TOTAL GEN FUND REVENUE CREDITED TO DEPT	497,061	0	38,000	762	37,238	0	0	0
*	GENERAL FUND UNALLOCATED	5,083,290	6,306,735	228,259	5,185,750	1,360,457	6,507,209	6,418,242	111,507
	SPECIAL FUND REVENUES BY FUND GROUP/FUND:								
FG	08 INTRAGOVERNMENTAL SERVICE FUND GROUP								
FUND	410 WORKERS COMPENSATION FUND								
7099	OTH GEN GVT CHAR	0	0	0	1,546	1,546-	0	0	0
7299	OTH PU SA CHARGE	564,124	0	394,459	394,459	0	0	0	0
	*TOTAL SPEC FUND 410 CREDITED TO DEPT	564,124	0	394,459	396,005	1,546-	0	0	0
	**TOTAL SPEC FUND GROUP 08 CREDITED TO DEPT	564,124	0	394,459	396,005	1,546-	0	0	0
*	TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT	564,124	0	394,459	396,005	1,546-	0	0	0
**	TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE	6,144,475	6,306,735	660,718	5,582,517	1,396,149	6,507,209	6,418,242	111,507

03302

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 744

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	430 DIRECT EXPENDITURES								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	964,137	1,092,615	6,116	513,197	585,510	1,280,548	1,269,133	176,518
010	OVERTIME	1,943	400	395		795	400	400	
016	IN LIEU SICK LEAVE			6,565		6,565			
017	RETROACTIVE PERSONAL SERVI			84,259	83,722	537			
020	TEMPORARY SALARIES	75,268	94,978	104,859	49,428	150,409	106,846	106,846	11,868
040	FEES AND OTHER COMPENSATIO	2,625	3,500			3,500	3,691	3,691	191
060	MAND FRINGE BENEFITS	278,442	375,630	2,132	155,713	222,049	441,159	368,990	6,640-
	TOTAL CATEGORY	1,322,415*	1,567,123*	204,326*	802,060*	969,365*	1,832,644*	1,749,060*	181,937*
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES	8,468							
109	OTHER CONTRACTUAL SERVICES	127,139	118,600		15,695	102,905	126,832	126,832	8,232
	TOTAL CATEGORY	135,607*	118,600*	*	15,695*	102,905*	126,832*	126,832*	8,232*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
111	USE OF EMPL CARS	1,473	3,100		1,232	1,868	3,100	3,100	
120	OTHER SERVICES	66,546	46,723	1,500-	7,896	37,327	46,723	46,723	
130	MATERIALS AND SUPPLIES	18,641	14,500	1,163-	6,242	10,096	16,100	16,100	1,600
140	FIXED CHARGES	6,799,177	5,964,083	588,992	5,044,405	1,505,670	6,693,042	6,140,601	176,518
146	RENTAL OF PROPERTY	57,246	65,053		65,053		68,304	68,304	3,251
204	PRIOR YEAR W/O LOAD	556,197-		556,197		556,197			
	TOTAL CATEGORY	6,386,886*	6,093,459*	1,142,526*	5,124,828*	2,111,158*	6,827,269*	6,274,828*	181,369*

CITY AND COUNTY OF SAN FRANCISCO

REPORT 744 RUN DATE 06/12/80

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	24 EQUIPMENT/CAPITAL OUTLAY								
220	EQUIPMENT PURCHASE	6,908							
	TOTAL CATEGORY	6,908*	*	*	*	*	*	*	*
CATEGORY	30 SERVICES OF OTHER DEPTS								
302	CITY ATTORNEY		171,948	9,138		190,224	223,881	209,149	37,201
303	REAL ESTATE	65							
339	CONTROLLER	20,000	20,000	20,000		40,000	20,000	20,000	
340	CONTROLLER DAT PROC	300,179	237,390		118,695	118,695	222,861	218,730	18,660-
350	REPRODUCTION	1,850	1,370			1,370	1,370	1,370	
370	WORKERS COMP	4,684,287	4,264,171	50,000		4,314,171	4,264,171	4,264,171	
	TOTAL CATEGORY	5,006,381*	4,694,879*	79,138*	118,695*	4,664,460*	4,732,283*	4,713,420*	18,541*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
390	INTERDEPARTMENTAL RECOVERY	6,713,722-	6,167,326-	765,272-	478,761-	6,451,739-	7,011,819-	6,445,898-	278,572-
	TOTAL CATEGORY	6,713,722-	6,167,326-	765,272-	478,761-	6,451,739-	7,011,819-	6,445,898-	278,572-
	TOTAL EXP. TYPE	6,144,475*	6,306,735*	660,718*	5,582,517*	1,396,149*	6,507,209*	6,418,242*	111,507*
	TOTAL DEPT	6,144,475*	6,306,735*	660,718*	5,582,517*	1,396,149*	6,507,209*	6,418,242*	111,507*

03304

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	001 PERM SALARIES-MISC								
A211 A	RETIREMENT SPECIALIST.....	0489005B9		2	26,124				
A211 S	RETIREMENT SPECIALIST	04B9B05B9				2	30,172	2	30,172
A212 A	ASSISTANT RETIREMENT ANALYST	0589B0704		2	29,073	2	32,469	2	32,469
A212 S	ASSISTANT RETIREMENT ANALYST	0589B0704				2	32,469	2	32,469
A213 A	RETIREMENT ANALYST.....	090480850		2	35,049	2	39,254	2	39,254
A213 S	RETIREMENT ANALYST	0904B0B50				2	39,254	2	39,254
A215 A	INDUSTRIAL CLAIM ADJUSTER...	0544B0655		2	29,072	2	28,397	2	28,397
A215 S	INDUSTRIAL CLAIM ADJUSTER	0544B0655				2-	28,397-	2-	28,397-
A216 A	SENIOR INDUSTRIAL CLAIM ADJU	06B5B0792		1	17,525	1	17,879	1	17,879
A216 S	SR. INDUSTRIAL CLAIM ADJUSTE	068580792				1-	17,879-	1-	17,879-
1110 A	EXEC ASST TO GEN MANAGER, RE	0943B1141	1	1	26,569	1	29,780	1	29,780
1112 A	RETIREMENT SYSTEM GENERAL MA	1565B1899	1	1	44,735	1	49,563	1	49,563
1114 A	ADMINISTRATOR, RETIREMENT SE	1152B1394	1	1	29,461	1	30,799	1	30,799
1202 A	PERSONNEL CLERK.....	045100544	6	4	49,372	4	50,433	4	50,433
1202 S	PERSONNEL CLERK	0451B0544				2-	23,542-	2-	23,542-
1404 A	CLERK.....	0409B0491	4	3	34,405	3	37,835	3	37,835
1408 A	PRINCIPAL CLERK.....	055700671	1	1	16,099	2	35,026	2	35,026
1424 A	CLERK TYPIST.....	042400510	5	2	20,263	2	26,621	2	26,621
1426 A	SENIOR CLERK TYPIST.....	0465B0560	1	1	11,522	1	14,616	1	14,616
1440 A	MEDICAL TRANSCRIBER TYPIST..	0491B0591	2	1	9,443	1	15,425	1	15,425
1446 A	SENIOR CLERK STENOGRAPHER...	0487B0586	3	2	24,806	2	28,445	2	28,445

03305

CITY AND COUNTY OF SAN FRANCISCO

REPORT 750

POSITION CLASSIFICATION DETAIL

RUN DATE 06/12/80

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	REVISED BUDGET AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	DEPARTMENTAL REQUEST AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	MAYOR'S RECOMMENDED AMOUNT
OBJECT	001 PERM SALARIES-MISC								
1450 A	PRINCIPAL CLERK STENOGRAPHER	051980625	1	1	15,086	1	16,312	1	16,312
1474 A	CLAIMS PROCESS CLERK.....	0477B0575	2	1	10,521	1	14,223	1	14,223
1476 A	SENIOR CLAIMS PROCESS CLERK.	0536B0647	4	4	59,180	4	66,127	4	66,127
1602 A	CALCULATING MACHINE OPERATOR	0438B0526	2	2	23,547	2	26,356	2	26,356
1630 A	ACCOUNT CLERK.....	0438B0526	9	6	71,817	6	75,754	6	75,754
1632 A	SENIOR ACCOUNT CLERK.....	0503B0605	13	6	85,366	6	94,742	6	94,742
1634 A	PRINCIPAL ACCOUNT CLERK.....	0570B0688	3	3	49,355	3	53,869	3	53,869
1650 A	ACCOUNTANT.....	0546B0658	3	2	27,404	1	14,250	1	14,250
1652 A	SENIOR ACCOUNTANT.....	0658B0796	1	1	17,404	1	19,468	1	19,468
1654 A	PRINCIPAL ACCOUNTANT.....	079680961	2	2	45,724	2	49,068	2	49,068
1656 A	HEAD ACCOUNTANT.....	0961B1163	1	1	28,397	1	27,592	1	27,592
1750 A	MICROPHOTO TECHNICIAN.....	0430B0517	1	1	11,622	1	12,599	1	12,599
1814 A	ASSISTANT ACTUARY.....	098481191	1	1	23,825	1	25,671	1	25,671
1815 A	MANAGEMENT AIDE.....	0982B0982	1	1	22,890	1	25,630	1	25,630
1816 A	ACTUARY.....	135581642	1	1	39,672	1	42,856	1	42,856
1829 A	OPERATIONS ANALYST.....	0694B0838	1	1	16,214	1	19,964	1	19,964
1842 A	MANAGEMENT ASSISTANT.....	068580830	1	1	18,406	1	21,145	1	21,145
2220 A	PHYSICIAN.....	142181723	2	2	74,432	2	82,082	2	82,082
2230 A	PHYSICIAN SPECIALIST.....	149181809	1	1	35,379	1	38,967	1	38,967
8140 A	RETIREMENT SYSTEM INVESTIGAT	0684B0826	5	4	74,853	5	104,512	5	104,512
8165 A	ASSISTANT COMPENSATION CLAIM	0929B1125	3	3	76,164	3	88,089	3	88,089

03306

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	REVISED BUDGET AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	DEPARTMENTAL REQUEST AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	MAYOR'S RECOMMENDED AMOUNT
OBJECT	001 PERM SALARIES-MISC								
8166 A	COMPENSATION CLAIMS SUPERVIS	109301323	1	1	29,936	1	34,530	1	34,530
9999 A	SALARY SAVINGS	000080000			168,097-		141,877-		153,292-
9999ZA	POSITIONS NOT DETAILED	0000 0000			6,116				
	TOTAL OBJECT		84*	72*	1,098,731*	72*	1,280,548*	72*	1,269,133*
OBJECT	020 TEMPORARY SALARIES								
A211 A	RETIREMENT SPECIALIST.....	048980S89			12,763				
1204 A	SENIOR PERSONNEL CLERK.....	048500583					8,112		8,112
1424 C	CLERK TYPIST PT	0424B0510			5,128				
1474 A	CLAIMS PROCESS CLERK.....	04770057S	1	1	13,259				
1476 A	SENIOR CLAIMS PROCESS CLERK.	0S36B0647	1	1	12,94S	1	16,887	1	16,887
1602 A	CALCULATING MACHINE OPERATOR	043S80S26			57,907				
1630 A	ACCOUNT CLERK.....	0438B0S26			10,597				
1632 A	SENIOR ACCOUNT CLERK.....	0503B060S					8,102		8,102
17S0 A	MICROPHOTO TECHNICIAN.....	043080517			9,723				
1752 A	SENIOR MICROPHOTO TECHNICIAN	0498B0S99					8,689		8,689
1802 A	RESEARCH ASSISTANT.....	0572B0691			14,405				
1810 A	ACTUARIAL CLERK.....	046900565			12,998		8,133		8,133
181S A	MANAGEMENT AIDE.....	098200982	1	1	22,890	1	2S,630	1	25,630
8141 A	CLAIMS ADJUSTER, RETIREMENT	119901199			2,244	1	31,293	1	31,293
9744 A	STAFF ASSISTANT VI, SPECIAL	117401174	1	1	24,978				
	TOTAL OBJECT		4*	4*	199,837*	3*	106,846*	3*	106,846*

03307

CITY AND COUNTY OF SAN FRANCISCO

03307

REPORT 750

POSITION CLASSIFICATION DETAIL

RUN DATE 06/12/80

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	040 FEES AND OTHER COMPENSATION								
0350	A COURT REPORTER	2126M2643				1	2,000	1	2,000
2220	A PHYSICIAN.....	1421B1723				1	1,691	1	1,691
9999ZA	POSITIONS NOT DETAILED	0000 0000			3,500				
	TOTAL OBJECT		*	*	3,500*	2*	3,691*	2*	3,691*
	TOTAL DEPT		88*	76*	1,302,068*	77*	1,391,085*	77*	1,379,670*

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/12/80

MANDATORY FRINGE BENEFITS DETAIL

REPORT 754

FISCAL YEAR 1980-81

DEPT 44 RETIREMENT SYSTEM

SUB-OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
0600	RETIRE CITY MISC	182,843	256,315	1,809	111,377	146,747	299,585	228,165	28,150-
0606	SOC SEC	47,241	61,505	84	23,621	38,048	81,126	80,422	18,837
0610	HEALTH SERVICE-CITY MATCH	26,057	33,639		12,040	21,599	33,682	33,682	43
0611	HEALTH SERVICE-SUBSIDY	15,822	17,161		8,675	8,486	19,631	19,631	2,470
0612	HEALTH SERVICE-ADMIN COST	2,174	2,019	28		2,047	1,458	1,458	561-
0620	UNEMPLOY INSURANCE	4,179	4,771	211		4,982	5,551	5,506	735
0621	UNEMPLOY INSURANCE-ADMIN C	126	140			140	126	126	14-
	TOTAL DEPT	278,442*	375,630*	2,132*	155,713*	222,049*	441,159*	368,990*	6,640-

03309

LINE-ITEM EXPLANATIONS

Department: EMPLOYEES' RETIREMENT SYSTEM

Division:

Object Object Title and Explanation of Change

001 Permanent Salaries

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
1,280,548	1,280,548	1,280,548	1,280,548	1,269,133

Adjusted for Salary Standardization

Add

Two A-212	Assistant Retirement Analyst
Two A-213	Retirement Analyst
One 8140	Investigator

Delete

Two A-211	Retirement Specialist
Two A-215	Industrial Claims Adjuster
One A-216	Senior Claims Adjuster

These positions will create a professional class capable of dealing with an increasingly complex system under adverse conditions, No additional funds will be required.

In the 1979-80 Budget, this Department discussed the creation of five new classifications with the Mayor's Office, the Budget Analyst, and Civil Service. The classification is still under consideration, pending the submission of additional data to substantiate our request. The number of new classes requested has been reduced from five to two.

Mayor's Comments

Reduction due to standardization of salary savings.

010 Overtime

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
400	400	400	400	400

This minimal amount is requested to deal with the possible need for mailing warrants to retirees or other backlogs.

Mayor's Comments

Approved as Requested.

Object Object Title and Explanation of Change

020 Temporary Salaries

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
33,036	33,036	33,036	33,036	33,036

One	1204 Sr. Personnel Clerk
One	1632 Sr. Account Clerk
One	1752 Sr. Microphoto Technician
One	1810 Actuarial Clerk

Adjusted for Salary Standardization

This amount includes a supplemental appropriation of $6,400 approved by Ordinance #34-80 in February, 1980, from the Controller's Office to cover the cost of handling all the City's payrolls that they used to send out for binding and eventually storage.

The positions are requested to perform the microfilming of the payrolls and to provide the Department with flexibility to direct resources where needed as a result of fluctuations in workload due to legal decisions affecting retirement payments, seasonal adjustments, and various other factors.

Mayor's Comments

Approved as requested.

040 Fees and Other Compensation

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
3,691	3,691	3,691	3,691	3,691

Adjusted for Salary Standardization

An amount of $1,500 is to pay for an equivalent of a CS class 2220 Physician to perform medical examinations and submit reports on applicants for disability retirements.

Another amount of $2,000 is for a Court Reporter, CS Class 0350, required by the Retirement Board to report and furnish transcripts on its proceedings, particularly relating to applications for Police or Fire disability retirements.

Mayor's Comments

Approved as requested.

03310

LINE-ITEM EXPLANATIONS

Department: EMPLOYEES' RETIREMENT SYSTEM

Division:

Object Object Title and Explanation of Change

060 Mandatory Fringe Benefits

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
418,496	418,496	418,496	418,496	350,114

0600	Retirement Match	283,258	215,625
0606	Social Security Match	76,740	76,036
0610	Health Service Match	32,077	32,077
0611	HSS - Subsidy	19,631	19,631
0612	HSS - Administration Cost	1,415	1,415
0620	Unemployment Insurance	5,255	5,210
0621	Unemployment - Admin.	120	120

Adjusted for Salary Standardization

The amounts requested are the minimum calculated on employees currently covered. It does not include any fringe benefits for any of the positions that are not filled. The Health Service System subsidy and the Administration Cost are provided to us by the Health Service System.

Mayor's Comments

Retirement adjusted per provisions of Proposition P. Other fringe benefits reduced consistent with reduction in salary accounts.

109 Other Contractual Services

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
65,832	65,832	65,832	65,832	65,832

The major item is the actuarial services required to comply with Charter Section 8.509 which calls for an Actuarial evaluation every even-numbered year, and an investigation every odd numbered year. The amount requested to provide for this service is $55,000. The other items requested under this object are for Repair of Office equipment for $1,500 and Rental of Office Machine for $1,100.

Mayor's Comments

Approved as requested.

Object Object Title and Explanation of Change MAYOR

111 Auto Mileage Request = $1,100 $1,100

The following employees are authorized to use their private automobiles in connection with official routine duty on services:

CSC	Title
1112	General Manager
1816	Actuary
1656	Head Accountant
1842	Management Assistant
1650	Accountant
1404	Clerk

They serve subpoenas, deliver medical records, attend hearings. The clerk conducts the Employees' Retirement System's mail deliveries twice daily, correspondence and supplies between the office at Golden Gate Avenue and City Hall. He also makes 2 daily runs from the Retirement System Office to St. Francis Hospital and to City Hall. He carries routine mail for the Compensation Division, raw data for EDP, and he makes special runs to the City Attorney's Office.

Mayor's Comments

Approved as Requested.

120 Other Services

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
36,723	36,723	36,723	36,723	$36,723

Postage - Our Department mails over 12,200 Retirement checks monthly; and daily - to members and retirees - mails refund of contribution warrants, death benefit warrants, and notifications of changes in their status of benefits.

Our other current expenses include the cost of Retirement Board Member elections $2,500, departmental Board Minutes binding $225, and for telephone directory service $100.

Mayor's Comments

Approved as requested.

03311

LINE-ITEM EXPLANATIONS

Department: EMPLOYEES' RETIREMENT SYSTEM

Division:

Object Object Title and Explanation of Change

130 Materials & Supplies

Base	1st. Incr.	2nd Incr.	3rd Incr.	Mayor's
14,100	14,100	14,100	14,100	14,100

This is the minimum amount required to supply and maintain the three divisional office staffs with various office supplies.

Mayor's Comments

AAR

146 Rental of Property

Base	1st. Incr.	2nd Incr.	3rd Incr.	Mayor's
68,304	68,304	68,304	68,304	68,304

The increase of 5% per rental agreement negotiated by a lease.

Mayor's Comments

AAR

301 Service of City Attorney

Base	1st. Incr.	2nd Incr.	3rd. Incr.	Mayor's
76,577	76,577	76,577	76,577	71,538

Services of the City Attorney's Office to represent the Employee's Retirement System in legal matters. The charge is $36.50 per hour. This amount will provide 2,098 hours of legal services.

Mayor's Comments

Reduced per provisions of Proposition P.

339 Controller Audit Service

Base	1st. Incr.	2nd Incr.	3rd Incr.	Mayor's
20,000	20,000	20,000	20,000	20,000

This is a mandatory cost item to comply with the Adminitration Code Section 16.41 which reads as follows: "The Controller of the City and County shall annually make an audit of the Retire - ment System." The amount budgeted provides funds for the auditors to perform a financial audit. The funds are transferred to the Controller by Work Order.

Mayor's Comments

AAR

Object Object Title and Explanation of Change

340 Data Processing Adjusted for Standardization

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
222,861	222,861	222,861	222,861	218,730

Adjusted for Salary Standardization

Funds to cover the cost of EDP services in operating the following:

Accounting - Membership Project
Compensation
Actuarial - Retired Allowances

We have requested to cut some of the reports generated for the above projects by about 5%.

Mayor's Comments

Reduced per Provisions of Proposition P.

350 Reproduction

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
1,370	1,370	1,370	1,370	1,370

For small printing jobs such as for departmental forms and the reproduction services performed by the Purchaser.

Mayor's Comments

AAR

370 Workers' Compensation

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
4,264,171	4,264,171	4,264,171	4,264,171	4,264,171

This is a mandatory cost to comply with Charter Section 8.515 covering the costs incurred by the City and County as a permissibly uninsured local Government under California Workers' Compensation laws. This fund covers permanent disability payments, temporary disability payments and medical costs to the General Fund Departments.

Mayor's Comments

AAR

03312

LINE-ITEM EXPLANATIONS

Department: Employees' Retirement System

Division:

Object Object Title and Explanation of Change

020 Temporary Salaries

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
73,810	73,810	73,810	73,810	73,810

Adjusted for Salary Standardization

Implementation of a review program of all disability claims. To provide for salaries of the following positions:

1 - 8141 - Claims Adjuster	1044	BW
1 - 1815 - Management Aide	877	BW
1 - 1476 - Senior Claims Process Clerk	596	BW

Of the cases that have been received to date, one policeman has already been cleared to return to work. The City's cost of this one disability pension is $202,601.11.

Mayor's Comments

AAR

060 Mandatory Fringe Benefits

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
22,663	22,663	22,663	22,663	

0600 Retirement Match	16327	12540
0606 Social Security	4386	4386
0610 Health Service Match	1605	1605
0620 Unemployment Insurance	296	296
0621 Unemployment Insurance Claim	6	6

Adjusted for Salary Standardization

0612 Health Service Admin. Cost	43	43

The fringe benefits are the matching rates for the above three employees involved in the review program.

Mayor's Comments

Retirement match reduced per provisions of Proposition P.

Object Object Title and Explanation of Change

109 Other Contractual Services

Base	1st Incr.	2nd Incr.	3rd. Incr.	Mayor's
61,000	61,000	61,000	61,000	61,000

To provide funds for nursing personnel and medical supplies at the Franciscan Treatment Room of the St. Francis Memorial Hospital under sub-object 1267 - Medical Service for $37,000, to provide for rental of Xerox machines to make copies of injury cases to the Workers' Compensation Appeals Board and the Retirement Board under sub-object 1234 - Copy Machine for $24,000.

Mayor's Comments AAR

111 Auto Mileage

Base	1st Incr.	2nd Incr.	3rd. Incr.	Mayor's
2,000	2,000	2,000	2,000	2,000

CS Class	Title
1815	Management Aide
8140	Retirement System Investigator
8165	Assistant Compensation Claims Supervisor

The Compensation Division has 5 Investigators and 3 Assistant Compensation Claims Supervisors who drive their cars on City business. There are 2 Investigators who conduct field investigations extensively daily on disability claims.

Mayor's Comments

AAR

302 City Attorney

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
147,304	147,304	147,304	147,304	137,611

Amount suggested by City Attorney to continue current level of legal services, one attorney must spend full time at WCAB (Workers Comp. Appeal Board). Legal representation is also needed at the Retirement Board hearings.

Mayor's Comments

Reduced per provisions of Proposition P.

03313

LINE-ITEM EXPLANATIONS

Department: Employees' Retirement System

Division:

Object	Object Title and Explanation of Change

120 Other Services

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
10,000	10,000	10,000	10,000	10,000

To provide for postage money and telephone services. Telephones are critical to the Compensation Division. They are used by the Central Intake, Adjusters, and Claims Process Clerks to communicate with injured employees, make appointments with physicians, and respond to inquiries from lawyers.

Sub-Object 1232 Telephone	$5,000
Sub-Object 1233 Postage	5,000

Mayor's Comments

AAR

130 Materials and Supplies

Base	1st Incr.	2nd Incr.	3rd Incr.	Mayor's
2,000	2,000	2,000	2,000	2,000

To provide an amount for special case folders, files, and other Compensation Benefit forms.

Mayor's Comments

AAR

Object	Object Title and Explanation of Change

03314

03314

MBD-BUDGET REPORT 102-C RUN NBR: 79/13/26 CITY AND COUNTY OF SAN FRANCISCO DEPT: 08 TREASURER-TAX COLLECTOR
DATE: 06/13/80
* DEPARTMENT LEVEL * TIME: 10:52 DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1980-81 : PHASE C

****** PROGRAM STRUCTURE ****** ******** ORGANIZATION STRUCTURE ********

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP DEPARTMENT : 00 TREASURER-TAX COLLECTOR

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPARTMENT REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	298,561	235,240	235,240	511,400	511,480	511,480	511,480	490,280
GENERAL FUND UNALLOCATED	2,673,468	3,780,646	4,032,298	398,499	398,499	779,909	779,428	3,451,361
SPECIAL FUND REVENUES - CREDITED TO DEPT	243,476	0	0	3,025,000	3,025,000	3,025,000	3,025,000	0
TOTAL BUDGETED	3,215,505	4,015,886	4,267,538	3,934,979	3,934,979	4,316,389	4,315,908	3,941,641
NON-BUGETED OPERATING	74,011	42,972	42,972	0	0	0	0	0
TOTAL DEPARTMENT	3,289,516	4,058,858	4,310,510	3,934,979	3,934,979	4,316,389	4,315,908	3,941,641
DEPARTMENT EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	2,399,190	3,164,185	3,178,110	2,944,025	2,944,025	3,285,111	3,284,630	2,980,696
CONTRACTUAL SERVICES	293,482	300,878	365,703	296,502	296,502	292,697	292,697	292,697
OTHER CURRENT EXPENDITURES	207,163	187,711	187,586	239,297	239,297	257,378	257,378	241,470
EQUIPMENT/CAPITAL OUTLAY	11,730	1,600	174,682	34,566	34,566	34,566	34,566	15,888
SERVICES OF OTHER DEPARTMENTS	303,940	361,512	361,457	420,589	420,589	446,637	446,637	410,890
TOTAL BUDGETED	3,215,505	4,015,806	4,267,538	3,934,979	3,934,979	4,316,309	4,315,908	3,941,641 ✔
NON-BUDGETED OPERATING	74,011	42,972	42,972	0	0	0	0	0
TOTAL DEPARTMENT	3,289,516	4,058,858	4,310,510	3,934,979	3,934,979	4,316,389	4,315,908	3,941,641
DEPARTMENT EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	142	143	143	137	137	149	149	145
TEMPORARY POSITIONS	12	11	11	7	7	11	11	11
TOTAL BUDGETED	154	154	154	144	144	160	160	156
NON-BUDGETED	9	9	9	0	0	0	0	0
TOTAL DEPARTMENT	163	163	163	144	144	160	160	156

✔ Includes $48,436 charged to Hotel Tax Fund.

03315

MBO-BUDGET REPORT 101-C

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO

- DEPARTMENTAL SUMMARY BY PROGRAM -

FOR FISCAL YEAR 1980-81 : PHASE C

DEPT: 08 TREASURER-TAX COLLECTOR

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 08 TREASURER-TAX COLLECTOR

ORGANIZATION/PROGRAM TITLES	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPT: 08 TREASURER-TAX COLLECTOR								
DIV : 01 ADMINISTRATION								
- - - - - P R O G R A M S - - - - -								
TREASURER-TAX COLLECTION	143,002	359,043	394,168	373,413	373,413	391,360	391,360	358,889
TOTAL DIV 01	143,002	359,043	394,168	373,413	373,413	391,360	391,360	358,889
DIV : 02 TREASURY								
- - - - - P R O G R A M S - - - - -								
TTX-TREASURY	326,426	517,746	733,621	516,175	516,175	573,485	573,485	550,492
TTX-INVESTMENT	85,000	146,631	147,331	138,903	138,903	152,482	152,482	147,775
TOTAL DIV 02	411,426	664,377	880,952	655,078	655,078	725,967	725,967	698,267
DIV : 03 TAX COLLECTION								
- - - - - P R O G R A M S - - - - -								
TTX-PROPERTY TAX	528,224	661,143	660,338	405,926	405,926	452,434	451,953	388,675
TTX-BUSINESS TAX	524,727	627,177	627,355	623,701	623,701	638,449	638,449	597,093
TTX-AUDITS	441,383	373,221	373,221	353,735	353,735	470,159	470,159	453,455
TTX-LICENSING	257,191	294,715	294,590	510,146	510,146	548,961	548,961	433,437
TTX-PARKING METERS	277,113	257,006	257,710	257,311	257,311	257,311	257,311	256,552
TTX-DELINQUENT REVENUE	632,439	779,204	779,204	755,669	755,669	831,748	831,748	755,273
TOTAL DIV 03	2,661,077	2,992,466	2,992,418	2,906,488	2,906,488	3,199,062	3,198,581	2,884,485
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	3,215,505	4,015,886	4,267,538	3,934,979	3,934,979	4,316,389	4,315,908	3,941,641
NON-BUDGETED OPERATING EXPENDITURES	74,011	42,972	42,972	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	3,289,516	4,058,858	4,310,510	3,934,979	3,934,979	4,316,389	4,315,908	3,941,641

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MBO-BUDGET REPORT 102-C
RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 08 TREASURER-TAX COLLECTOR

* DIVISION LEVEL *

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1980-81 : PHASE C

****** PROGRAM STRUCTURE ******

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

******** ORGANIZATION STRUCTURE ********

DEPARTMENT : 08 TREASURER-TAX COLLECTOR
DIVISION : 0801 ADMINISTRATION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DIVISION REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	143,002	359,043	394,168	373,413	373,413	391,360	391,360	358,889
DIVISION EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	130,459	333,561	333,561	347,733	347,733	365,778	365,778	333,209
CONTRACTUAL SERVICES	3,100	3,231	38,231	3,231	3,231	3,231	3,231	3,231
OTHER CURRENT EXPENDITURES	6,578	16,150	16,150	16,348	16,348	16,250	16,250	16,348
SERVICES OF OTHER DEPARTMENTS	2,865	6,101	6,226	6,101	6,101	6,101	6,101	6,101
TOTAL BUDGETED	143,002	359,043	394,168	373,413	373,413	391,360	391,360	358,889
TOTAL DIVISION	143,002	359,043	394,168	373,413	373,413	391,360	391,360	358,889
DIVISION EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	10	10	10	9	9	10	10	10
TOTAL BUDGETED	10	10	10	9	9	10	10	10
TOTAL DIVISION	10	10	10	9	9	10	10	10

03317

MBO-BUDGET REPORT 103-C

* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

FOR FISCAL YEAR 1980-81 : PHASE C

DEPT: 08 TREASURER-TAX COLLECTOR

* * * * * * P R O G R A M S T R U C T U R E * * * * * *

MSA/COMM GOAL: 63 DEPARTMENTAL ADMINISTRATION
-PROGRAM : 19 TREASURER-TAX COLLECTION

TO PROVIDE CENTRALIZED ADMINISTRATIVE SERVICES FOR THE DEPARTMENT AND TO PROVIDE SUPPORT SERVICES TO THE PROGRAMS AND ACTIVITIES OF THE TREASURER-TAX COLLECTOR OFFICE

* * * * * * * * O R G A N I Z A T I O N S T R U C T U R E * * * * * * * *

-RESPONSIBLE ORGANIZATION: 080100 ADMINISTRATION

--OBJECTIVES: CAO TO ENSURE THAT AT LEAST 85% OF THE 1980-81 DEPARTMENTAL OBJECTIVES ARE MET

OBJ DATE SPAN: 80/01-80/12

TYPE OBJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-EFFECTIVENESS:									
CAO 30	I	PERCENTAGE OF OBJECTIVES ACHIEVED	.	85.0 %	80.0 %	80.0 %	85.0 %	85.0 %	85.0%

03318

INCREMENT NARRATIVES

Department: Dept. 08 Treasurer/Tax Collector

Division: Division 01 Administration

Increment: Base and 1st
1980-81 Administration Program $374,458
95% funding level

EXPLANATION OF SERVICE PRIORITIES

The Treasurer-Tax Collector Department services are mandated by various sections of the City Charter, local ordinances, municipal and state codes, as detailed in the narrative sections of Division 02 Treasury and Division 03 Tax Collection. The Administration Program provides centralized administrative services for the department and provides support services to the programs and activities of the Treasurer-Tax Collector Offices. These services include in priority:

1. A. Personnel and payroll processing
   B. Secretarial services to the Treasurer and Tax Administrator and their assistants and typing service to the operating units.
   C. Accounting and Budgeting:

Services include preparation of all official documents to Purchasing and Controller Offices for various payroll supplies and contractual service needs of the department; accounting control of appropriations and reconsiliation of FAMIS reports to departmental records; coordination and preparation of annual departmental budget.

2. Program objectives:
   Ensure that at least 85% of departmental objectives are met.

Impact on Resources

Funding at the base and first increment levels will necessitate reducing filled permanent employment from the existing 10 to 9. This reduction is one 1444 Clerk-Stenographer, principally providing support services to the Tax Collection Division who will be reassigned to licensing section in Division 03 to assist in the preferential parking program.

Impact on Services

a) Service deliveries

Since personnel and payroll processing, secretarial services, accounting and budgeting services are top priority, the impact will be on objective performance. Specifically, there will be delays in the up-dating of procedural manuals, weakening of inservice training and

Increment: _____

detrimental effects on other internal objectives in the Tax Collector Section.

b) Service Consequences

Since the duties of the 1444 Clerk-Stenographer will be performed by other administrative staff members directly serving the administrative needs of the Tax Collection Division, there will be other noticeable effects on typing and paper handling efficiencies in the Tax Collector section in addition to delays in up-dating procedural manuals, weakening of inservice training and detrimental effects on other objectives of the section. The over-all effect of reduction in administrative services to the Tax Collector Division would show up in delays in paper work service to the performing units which may have to give less timely service to the public.

INCREMENT: 2nd and 3rd

1980-81 Administration Program $391,360 99% funding level
Additional $16,902

EXPLANATION OF SERVIC PRIORITIES

Priorities are the same as in Base and 1st Increment budgets. Funding at 99% level will enable the administrative staff to perform all administrative services, program and activities support services and program objectives.

Impact on Resources

Funding at the 2nd and 3rd increment levels will restore one 1444 Clerk Stenographer, increasing filled permanent positions from 9 to the existing 10.

Impact on Services

a) Service deliveries

This funding level will restore services to current levels. All services will be performed including all administrative services, program and activities support services, program objectives, and in the Tax Collector Section, the immediate up-dating of procedural manuals, inservice training and other internal objectives.

b) Service Consequences

A fully staffed administration unit will provide sufficient support to all Treasurer-Tax Collector units to help each unit to operate in an efficient manner, which in turn would benefit the public receiving the services.

03319

MAYOR'S ANALYSES

Department: TREASURER - TAX COLLECTOR

Division: Administrative Division

Effect on Department:

Five positions will be authorized and filled - one less than during the current year.

One clerical position will be reassigned to the Tax Collection Division to assist in the preferential parking program.

Effect on Public:

The administrative office will function normally and maintain its current level of services except that some slight delays may occur in the updating of procedural manuals.

MSO-BUDGET REPORT I02-C RUN NBR: 79/13/26 CITY AND COUNTY OF SAN FRANCISCO DEPT: 08 TREASURER-TAX COLLECTOR
DATE: 06/12/80
* DIVISION LEVEL * TIME: I6:06 DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1980-81 : PHASE C

****** PROGRAM STRUCTURE ****** ******** ORGANIZATION STRUCTURE ********

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP DEPARTMENT : 08 TREASURER-TAX COLLECTOR
DIVISION : 0802 TREASURY

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	I980-01 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DIVISION REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	94,56I	88,240	88,240	91,440	91,440	91,440	91,440	103,240
GENERAL FUND UNALLOCATED	3I6,86S	576,137	792,712	563,638	S63,638	634,527	634,S27	S9S,027
TOTAL BUDGETED	411,426	664,377	880,952	6S5,073	6SS,078	725,967	72S,967	698,267
NON-BUGETED OPERATING	1S,S22	26,303	26,303	0	0	0	0	0
TOTAL DIVISION	426,948	690,680	907,2SS	6SS,078	6SS,078	725,967	72S,967	698,267
DIVISION EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	342,883	587,68S	601,178	562,341	562,341	634,647	634,647	607,657
CONTRACTUAL SERVICES	38,37S	53,565	83,565	49,364	49,364	45,559	45,S59	4S,559
OTHER CURRENT EXPENDITURES	S,282	S,000	S,000	7,366	7,366	7,366	7,366	7,366
EQUIPMENT/CAPITAL OUTLAY	1I,730	1,600	174,682	1,7S0	1,750	1,750	1,7S0	1,750
SERVICES OF OTHER DEPARTMENTS	13,156	16,S27	I6,S27	34,2S7	34,2S7	36,64S	36,645	3S,935
TOTAL BUDGETED	411,426	664,377	880,952	6S5,078	6SS,078	72S,967	725,967	698,267
NON-BUDGETED OPERATING	1S,522	26,303	26,303	0	0	0	0	0
TOTAL DIVISION	426,948	690,680	907,2SS	6SS,078	6SS,078	72S,967	725,967	698,267
DIVISION EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	29	30	30	26	26	30	30	30
TOTAL BUDGETED	29	30	30	26	26	30	30	30
NON-BUDGETED	3	3	3	0	0	0	0	0
TOTAL DIVISION	32	33	33	26	26	30	30	30

03321

MBD-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NOR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBD PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

* * * * * * PROGRAM STRUCTURE * * * * * *

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 25 TTX-TREASURY

* * * * * * * * ORGANIZATION STRUCTURE * * * * * * * *

-RESPONSIBLE ORGANIZATION: 080200 TREASURY

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	94,561	88,240	88,240	91,440	91,440	91,440	91,440	103,240
GENERAL FUND UNALLOCATED	231,865	429,506	645,381	424,735	424,735	482,045	482,045	447,252
TOTAL BUDGETED	326,426	517,746	733,621	516,175	516,175	573,485	573,485	550,492
NON-BUDGETED OPERATING	15,522	26,303	26,303	0	0	0	0	0
TOTAL PROGRAM	341,948	544,049	759,924	516,175	516,175	573,485	573,485	550,492
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	288,996	470,138	483,631	460,450	460,450	516,372	516,372	494,089
CONTRACTUAL SERVICES	11,649	26,839	56,839	16,476	16,476	15,476	15,476	15,476
OTHER CURRENT EXPENDITURES	3,628	2,642	2,642	4,992	4,992	4,992	4,992	4,992
EQUIPMENT/CAPITAL OUTLAY	8,997	1,600	173,982	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	13,156	16,527	16,527	34,257	34,257	36,645	36,645	35,935
TOTAL BUDGETED	326,426	517,746	733,621	516,175	516,175	573,485	573,485	550,492
NON-BUDGETED OPERATING	15,522	26,303	26,303	0	0	0	0	0
TOTAL PROGRAM	341,948	544,049	759,924	516,175	516,175	573,485	573,485	550,492
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	27	27	27	23	23	27	27	27
TOTAL BUDGETED	27	27	27	23	23	27	27	27
NON-BUDGETED	3	3	3	0	0	0	0	0
TOTAL PROGRAM	30	30	30	23	23	27	27	27

03322

03322

MBO-BUDGET REPORT 103-C

* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MDO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

****** P R O G R A M S T R U C T U R E ******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 25 TTX-TREASURY

TO ACCOUNT FOR THE RECEIPTS OF ALL DEPOSITS BY CITY DEPARTMENTS, THE REDEMPTION OF CONTROLLER'S WARRANTS AND THE DISBURSEMENT OF FUNDS FOR OTHER LEGAL OBLIGATIONS

******** O R G A N I Z A T I O N S T R U C T U R E ********

-RESPONSIBLE ORGANIZATION: 080200 TREASURY

--OBJECTIVES:

		OBJ DATE SPAN:
CBA	TO COMPLETE THE REDEMPTION OF ALL BONDS AND COUPONS ON DATE OF MATURITY	80/01-80/12
CBB	TO PROCESS AND ACCOUNT FOR THE RECEIPT OF COLLECTIONS, DEPARTMENTAL DEPOSITS AND DISBURSEMENTS MADE THRU THE CASHIER, BY THE CLOSE OF THE SAME BUSINESS DAY	80/01-80/12
CBC	TO REDUCE THE BACKLOG OF SAFETY DEPOSIT BOX EXAMINATIONS TO A MAXIMUM OF TEN WORKING DAYS	80/01-80/12
CBD	TO COMPLETE THE PROCESSING OF ALL BONDS AND COUPONS RECEIVED ON OR AFTER THE DATE OF MATURITY WITHIN ONE WORKING DAY	80/01-80/12

TYPE DBJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:									
CBA 10	M	NUMBER OF BONDS AND COUPONS REDEEMED	187,932	178,770	179,000	179,000	179,000	179,000	179,000
CBB 10	M	COLLECTIONS MADE	.	394,000	390,000	390,000	395,000	395,000	395,000
CBB 11	M	DISBURSEMENTS MADE	.	2,040,000	1,900,000	1,900,000	2,100,000	2,100,000	2,100,000
-EFFICIENCY:									
CBA 20	M	VALUE REDEEMED AFTER MATURITY DATE	.	.	$0	$0	$0	$0	$0
-EFFECTIVENESS:									
CBB 31	M	COLLECTIONS PROCESSED/DAY	.	1,500	1,490	1,490	1,500	1,500	1,500
CBC 31	D	DAYS REQUIRED TO REDUCE TO 10 DAY BKLOG	5	0	2	2	0	0	0

03323

MBO-BUDGET REPORT 103-C

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

* PROGRAM LEVEL *

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 25 TTX-TREASURY

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080200 TREASURY

TYPE T OBJ/MEAS O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-EFFECTIVENESS:								
CBD 31 O	# BONDS NOT PROCESSED IN ONE DAY		0	0	0	0	0	0

03324

03324

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 26 TTX-INVESTMENT

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080204 INVESTMENT

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	85,000	146,631	147,331	138,903	138,903	152,482	152,482	147,775
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	53,887	117,547	117,547	101,691	101,891	118,275	118,275	113,568
CONTRACTUAL SERVICES	26,726	26,726	26,726	32,888	32,888	30,083	30,083	30,083
OTHER CURRENT EXPENDITURES	1,654	2,358	2,358	2,374	2,374	2,374	2,374	2,374
EQUIPMENT/CAPITAL OUTLAY	2,733	0	700	1,750	1,750	1,750	1,750	1,750
TOTAL BUDGETED	85,000	146,631	147,331	138,903	138,903	152,482	152,482	147,775
TOTAL PROGRAM	85,000	146,631	147,331	138,903	138,903	152,482	152,482	147,775
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	2	3	3	3	3	3	3	3
TOTAL BUDGETED	2	3	3	3	3	3	3	3
TOTAL PROGRAM	2	3	3	3	3	3	3	3

03325

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MOD PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 26 TTX-INVESTMENT

TO ADMINISTER AND CONTROL THE INVEST. OF ALL MONIES, IN THE TREASURER'S CUSTODY, THAT ARE NOT REQUIRED FOR PAYMENT OF CURRENT OBLIGATIONS FOR THE PURPOSE OF MAXIMIZING INTEREST INCOME WHILE PRESERVING THE LIQUIDITY AND SAFETY OF THE PRINCIPAL

--OBJECTIVES: CCA TO MAINTAIN ALL SURPLUS FUNDS IN INVESTMENTS WHICH EXCEED THE FEDERAL FUND RATE

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080204 INVESTMENT

ODJ DATE SPAN: 80/01-80/12

TYPE OBJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-EFFECTIVENESS:									
CCA 30	I	% RATE OF RETURN TO ALL FUNDS	9.08 %	11.00 %	12.00 %	12.00 %	12.00 %	12.00 %	12.00%
CCA 31	I	% RATE OF RETURN TO GENERAL FUND	9.27 %	11.50 %	12.50 %	12.50 %	12.50 %	12.50 %	12.50%
-REVENUE:									
CCA 50	I	INTEREST EARNED ON INVESTMENTS-ALL FUND	$42,358,793	$55,000,000	$60,000,000	$60,000,000	$60,000,000	$60,000,000	$60,000,000
CCA 51	I	INTEREST EARNED ON INVESTMENTS-GEN FUND	$29,793,638	$33,000,000	$36,000,000	$36,000,000	$36,000,000	$36,000,000	$36,000,000

INCREMENT NARRATIVES

03326

Department: 08 Treasurer-Tax Collector
Division: 02 Treasury

Increment: Base and 1st

1980-81	$655,078	91% funding level
Treasury Program	$516,175	
Investment Program	$138,903	

EXPLANATION OF SERVICE PRIORITIES

1. Top priorities are for those basic services mandated by City Charter and State Codes.

Treasury Program

Cashier Section. City Charter Section 6.311 mandates:
1) Disbursement of all public or other funds in custody of Treasurer be made only on warrants drawn by the Controller
2) All moneys and checks received by any officer or employee of the City and County for the City and County be deposited with the Treasurer
3) All pension funds and securities shall be deposited with the Treasurer

Basic services of the Cashier Section therefore includes payment of all Controller warrants through our Clearing House bank; receipt of all City and County moneys and checks either through direct bank deposits, lockbox operations or Treasurer Receiving Window; the reconciliation of above disbursements and receipts with total cash on a daily basis, reconciliation of warrant redemption with bank, EDP and Controller's Outstanding Warrants Section; inventory of retirement securities; daily and monthly reconciliation of Treasurer checking accounts; daily input and reconciliation to FAMIS.

Bond and Coupon Section. State of California Government Code Section 29915 mandates county treasury as location for payment of principal and interest. Bond and Coupon Section receives, verifies and pays all matured bonds and coupons either locally or through Citibank as fiscal agent in New York City.

Inheritance Tax Services Section. Mandated by California Revenue and Taxation Code, Division 2, Part 8 Inheritance Tax, Section 13301-14902. The basic functions of this unit are:

Increment: Base and 1st

1) Determine interest payable and collect all inheritance tax payments on various estates and forward in a lump sum to State Treasurer three times a month.
2) Examine and inventory all safe deposit boxes held in the County upon death of a renter or person having right of access.
3) Screen all applicants for consents to transfer assets of deceased persons and refer cases where a tax liability exists to the Inheritance Tax attorneys at the office of the State Controller. Issue consents to other areas if appropriate.

This unit is self-supporting in that the commissions earned for collecting inheritance taxes and the interest earned on collections held for the duration of each 10-day remittance period more than cover the cost of operating this division.

Investment Program. Charter Section 6.311 mandates the Treasurer to invest surplus City funds not currently needed for debt payment. The goal of the Treasurer is to earn the maximum amount of interest income, while preserving the liquidity and safety of the principal. Partly through the efforts of the current Treasurer, the investment of City money has extended beyond the traditional non-negotiable certificate of deposits to U.S. Treasury Bills, Bonds and Notes, obligations issued by agencies of the Federal Government and repurchase agreements, which can be purchased for as short as one day. In 1975, the Treasurer's Office purchased "Moneymax," the most advanced computerized cash management program available to any public agency to further the goal of increased interest revenues and rate of return. Total interest earnings for 1978-79 was $42 million with an annual yield of 9.08% based on daily average balance of $509 million with General Fund share of the interest earnings at $29.7 million. Total estimated interest earnings for 1979-80 is $55 million. The Treasurer's Office is truly a revenue producing department despite the absence of interest earnings on our Departmental Budget Revenue Sheet and giving us no revenue credit for our efforts.

1a. There are no second priorities as the base and first increment budget of $609,433 can only provide top priority services.

Increment: Base and 1st

IMPACT ON RESOURCES

Funding at the base and first increment levels will necessitate that the number of permanent employments actually filled be further reduced by a total of four positions. This represents a cut of 15% from the current number of 27 to 23 positions in the Treasury Division. These would include:

Treasury Program
Cashier Section. Reduction of two 1404 Clerks dropping filled employment 11% from 18 to 16.
Inheritance Section. Reduction of one 4240 Inheritance Tax Examiner dropping filled employment 20% from five to four.

Investment Program. Reduction of one 1424 - Clerk Typist dropping filled employment 33% from three to two.

(The above are in addition to three positions necessarily left vacant due to 1979-80 Budget limitations. They are:
Treasury Program
Bond and Coupon Section. One A190 Assistant Bond and Coupon Supervisor.
Cashier Section. Two 4320 - Cashier I)

IMPACT ON SERVICES

a) Service Deliveries

Treasury Program

Cashier Section. The impact on services of the Cashier Section will be major by the further reduction of two 1404 - Clerks. The remaining work force of 16 positions will be stretched thin on the services that must be provided:
- One 4322 Cashier III who must remain a full-time receiving cashier
- One 1654 - Principal Accountant who must submit and reconcile daily inputs into FAMIS System, reconcile daily and monthly check registers and provide accounting and control for the Cashier Section.
- Six 4320 - Cashier I, one 4370 - Assistant Cashier, Tax Collector; and one 4372 - Cashier, Tax Collector, who must continue to handle the cashier

Increment: Base and 1st

receiving functions in the Tax Collector Division. The remaining two 4322 Cashier III and three 4321 - Cashier II will not be sufficient to handle all existing services. It is the opinion of our Chief Assistant Treasurer, based on years of experience on supervising operations, that a minimum of six positions are necessary just for the daily reconciliation of warrant disbursements alone. Reconciliation work will back up on busy pay day periods for various groups--retirement, social services, employee pay days--when great volumes of warrants are cleared through the Clearing House bank. Paying Cashier windows will be closed for personal encashment of Controller's warrants. The custodial work of the Retirement System bonds and stocks including maintaining all records and detaching coupons for payments will suffer with a backlog of work since reconciliation of warrants redeemed has a 24-hour limitation.

Bond and Coupon Section. With a newly created but unfunded A190 Assistant Bond and Coupon Supervisor necessarily left vacant and no use of a 1404 - Clerk from the Cashier Section, the 4312 - Bond and Coupon Supervisor will not be able to keep up with the daily redemption of bonds and coupons and to keep up with his EDP report programs. At present, he is fortunate in having a CETA 1630 - Account Clerk to help him. However, this CETA employee's 18-month service period expires in April 1980 with little prospects of a replacement in 1980-81. Backlogs will occur in the redemption of bonds and coupons. A bondholder who does not receive his money in time may demand interest which at current interest rate of 14% could cost the City $19,000 a day ($50 million annual redemption). In addition, delays in paying the banks for work not verified increases our compensating balance costs. These costs are calculated on current prime rate interest figures.

Inheritance Services Section. With one 4240 - Inheritance Tax Examiner position left vacant, the remaining four employees (two 4240 - Inheritance Tax Examiner, one 4242 - Senior Inheritance Tax Examiner, and one 4244 - Principal Inheritance Tax Examiner) will not be able to maintain current services. With

INCREMENT NARRATIVES

03328

Department: 08 Treasurer-Tax Collector

Division: 02 Treasury

Increment: Base and 1st

one less employee to help with safe deposit inventory appointments and in the office with inheritance tax payment processing, backlog in both categories will occur.

Investment Program. With one 1424 - Clerk Typist left vacant, the 4378 - Cash Management and Investment Officer and A191 - Cash Manager will have to devote part of their time to input daily investment transactions into the Moneymax Computerized Investment System. Daily input and reconciliation, although basically clerical, is the core of the Moneymax System of investment inventory control.

b) Service Consequences

Treasury Program

Cashier Section. The necessity of closing the paying cashier windows due to funding reductions will create inconveniences to the public and extra cost to the City. All Controller warrants will have to be cashed at banks or savings and loans and cleared through Bank of America our clearing house bank. To cover the cost of this extra clearing house redemption of Controller warrants will result in an increase in compensating balance resulting in less interest earnings for the City. Those clients who do not have savings or checking accounts will have to obtain the services of private check cashing establishments at personal cost. This merely proves that there is a cost for services--whether private or public.

Bond and Coupon Section. The backlog in redemption of bonds and coupons will not only be costly to the City in terms of possible interest liability for redemption beyond maturity date, but also would create a New York City type fear among the financial community that the City and County of San Francisco is delinquent in debt payment.

Inheritance Services Section. The increase in backlog of safe deposit inventory appointments to more than ten working days means that the public will

Increment: Base and 1st

have to wait even longer than now to complete their safe deposit inventory. With only one employee in the office, the public who call on the telephone to make an appointment will have longer waits, the clients who prefer to pay their state inheritance taxes in person may have to line up and wait long periods of time as it takes time to accurately calculate the interest owed on the payments.

Investment Program. The vacancy of a 1424 - Clerk Typist means less time for the 4378 - Investment Officer and A191 Cash Manager to devote to earning more interest for the City. A missed opportunity for an advantageous investment or swap will mean lost revenue for the City. Maximizing interest earnings during these critical post-Proposition 13 times is critical but may not be possible due to budget cuts.

INCREMENT NARRATIVES

03329

Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Increment: 2nd and 3rd

1980-81	$725,967	101%	funding level
Additional	$ 70,889		
Treasury program	$573,485		
Investment program	$152,482		

EXPLANATION OF SERVICE PRIORITIES

1. Top priorities for both Treasury and Investment Programs are the same as in Base and 1st Increment budgets.
2. 2nd priorities
   Treasury Program - Cashier Section:
   Funding at 101% level of 1979-80 will provide enough personnel to enable the paying cashier windows to remain open for the secondary priority of providing the service of cashing controller warrants in person at the Treasurer's Office. As mentioned, the more warrants cashed in the Treasurers office the fewer bank service charges are paid.

IMPACT ON RESOURCES

Funding at the 2nd and 3rd increment levels will restore four positions, increasing the number of filled positions from 23 to the current number of 27 positions. The restored positions are two- 1404 clerks, one 4240 Inheritance Tax Examiner and one 1424 clerk Typist. The existing three vacant positions of one A190 Assistant Bond and Coupon Supervisor and two 4320 Cashier I's will necessarily remain vacant due to previous 1979-80 budget constraints.

IMPACT ON SERVICES

a) Service deliveries
Treasury Program
Cashier Section. This funding level will restore services to current levels. In addition to top priority services being performed - receiving cashier, FAMIS input and reconciliation, clerk register, daily reconciliation and monthly reconciliation, Tax Collection receiving unit - daily reconciliation of warrant disbursements will be done on schedule, paying cashier windows will be open for personnal redemption of Controller Warrants and the custodial work of the Retirement System bonds and

Increment: 2nd and 3rd

stocks will be kept current.

Bond and Coupons Section

With the A190 Assistant Bond and Coupon Supervisor necessarily left vacant due to non-funding in 1979-80, the 4312 Bond and Coupon Supervisor at the 101% funding level will at least be able to borrow on occasion a 1404 Clerk from the Cashier Section to help keep up with his voluminous work.

Inheritance Services Section

A full staff of 5 employees will enable the Inheritance Services Section to provide services at current levels with the goal of reducing the waiting period for a safe deposit inventory to a maxiumu of 10 working days.

Investment Program
Investment Section
A full staff of 3 employees will enable this section to have a 1424 clerk typist input all daily transactions into the Moneymax Investment Computer System and allow the 4378 Investment Officer and A190 Cash Manager to devote their full time to maximizing interest earnings through timely investments and timely deposits of cash into the Treasury.

b) SERVICE CONSEQUENCES

Treasury Program
Cashier The opening of the paying cashier windows for redemption of controller warrants will restore service to the public, especially those clients on public assistance. Bear in mind that the current influx of Vietnam refugees has extended the lines on welfare paydays with no additional personnel. Only the dedicated work of the current staff is able to provide such service.

Bonds and Coupons Section

Timely redemption of bonds and coupons will avoid any possibility of interest liability and will continue the good rating image of City and County of San Francisco bonds.

INVESTMENT PROGRAM

A fully staffed Investment Section will be able to maximize interest earnings for the City, with 1979-80

INCREMENT NARRATIVES

03330

Department: 08 TREASURER - TAX COLLECTOR

Division: 02 TREASURY

Increment: 2nd and 3 rd

Investment Program con't

estimate of $55 million and 1980-81 estimate of $60 million for all funds. General Fund portion of the above interest is $33 million for 1979-80 and $36 million for 1980-81.

Increment: 2nd and 3 rd

03331

MAYOR'S ANALYSES

Department: TREASURER-TAX COLLECTOR

Division: Treasury Division

Effect on Department:

Current staffing levels will be maintained into Fiscal Year 1980-81. 24 of 27 authorized positions in the Treasury program will remain filled and all three authorized positions in the Investment Program will remain filled.

Increased data processing funding is recommended in order to provide programming services for the new check-sorting machine.

Effect on Public:

The Treasurer will be able to maintain the current level of services. All collections and disbursements made through the cashier will be processed during the same business day. Daily transactions will be entered immediately into the Moneymax Investment System and City earnings will be maximized. The Investment Officer and Cash Manager will be able to devote full time to investment opportunities as sufficient clerical support will be available to perform all routine functions.

All paying cashier windows will continue to be open to the public for the cashing of Controller's warrants. This would not be possible at a lower funding level.

MBD-BUDGET REPORT 102-C RUN NBR: 79/13/26 CITY AND COUNTY OF SAN FRANCISCO DEPT: 08 TREASURER-TAX COLLECTOR
DATE: 06/12/80
* DIVISION LEVEL * TIME: 16:06 DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE****** ********ORGANIZATION STRUCTURE********

MSA : 9S GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 08 TREASURER-TAX COLLECTOR
DIVISION : 0803 TAX COLLECTION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DIVISION REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	204,000	147,000	147,000	420,040	420,040	420,040	420,040	387,040
GENERAL FUND UNALLOCATED	2,213,601	2,845,466	2,845,418	538,552-	538,552-	245,978-	246,459-	2,497,445
SPECIAL FUND REVENUES - CREDITED TO DEPT	243,476	0	0	3,025,000	3,025,000	3,025,000	3,025,000	0
TOTAL BUDGETED	2,661,077	2,992,466	2,992,418	2,906,488	2,906,488	3,199,062	3,198,581	2,884,485
NON-BUGETED OPERATING	58,489	16,669	16,669	0	0	0	0	0
TOTAL DIVISION	2,719,566	3,009,135	3,009,087	2,906,488	2,906,488	3,199,062	3,198,581	2,884,485
DIVISION EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	1,925,848	2,242,939	2,243,371	2,033,951	2,033,951	2,284,686	2,284,205	2,039,030
CONTRACTUAL SERVICES	252,007	244,032	243,907	243,907	243,907	243,907	243,907	243,907
OTHER CURRENT EXPENDITURES	195,303	166,561	166,436	215,583	215,583	233,762	233,762	217,756
EQUIPMENT/CAPITAL OUTLAY	0	0	0	32,816	32,816	32,816	32,816	14,138
SERVICES OF OTHER DEPARTMENTS	287,919	338,884	338,704	380,231	380,231	403,891	403,891	368,854
TOTAL BUDGETED	2,661,077	2,992,466	2,992,418	2,906,488	2,906,488	3,199,062	3,198,581	2,884,485
NON-BUDGETED OPERATING	58,489	16,669	16,669	0	0	0	0	0
TOTAL DIVISION	2,719,566	3,009,135	3,009,087	2,906,488	2,906,488	3,199,062	3,198,581	2,884,485
DIVISION EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	103	103	103	102	102	109	109	105
TEMPORARY POSITIONS	12	11	11	7	7	11	11	11
TOTAL BUDGETED	115	114	114	109	109	120	120	116
NON-BUDGETED	6	6	6	0	0	0	0	0
TOTAL DIVISION	121	120	120	109	109	120	120	116

MBD-BUDGET REPORT 103-C
RUN NOR: 79/13/26
DATE: 06/12/80
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CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBD PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: 08 TREASURER-TAX COLLECTOR

03333

* PROGRAM LEVEL *

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 27 TTX-PROPERTY TAX

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	40,000	32,000	32,000	32,040	32,040	32,040	32,040	32,040
GENERAL FUND UNALLOCATED	488,224	629,143	628,338	373,886	373,886	420,394	419,913	356,635
TOTAL BUDGETED	528,224	661,143	660,338	405,926	405,926	452,434	451,953	388,675
NON-BUDGETED OPERATING	13,363	1,932	1,932	0	0	0	0	0
TOTAL PROGRAM	541,587	663,075	662,270	405,926	405,926	452,434	451,953	388,675
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	336,951	471,178	470,906	198,150	198,150	228,904	228,423	180,899
CONTRACTUAL SERVICES	9,642	1,706	1,353	1,353	1,353	1,353	1,353	1,353
OTHER CURRENT EXPENDITURES	55,418	39,733	39,733	42,172	42,172	46,478	46,478	42,172
SERVICES OF OTHER DEPARTMENTS	126,213	148,526	148,346	164,251	164,251	175,699	175,699	164,251
TOTAL BUDGETED	528,224	661,143	660,338	405,926	405,926	452,434	451,953	388,675
NON-BUDGETED OPERATING	13,363	1,932	1,932	0	0	0	0	0
TOTAL PROGRAM	541,587	663,075	662,270	405,926	405,926	452,434	451,953	388,675
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	13	13	13	11	11	13	13	12
TEMPORARY POSITIONS	10	10	10	5	5	10	10	10
TOTAL BUDGETED	23	23	23	16	16	23	23	22
NON-BUDGETED	1	1	1	0	0	0	0	0
TOTAL PROGRAM	24	24	24	16	16	23	23	22

03334

MBO-BUDGET REPORT 103-C

* PROGRAM LEVEL *

RUN NBR: 79/13/26
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CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MOO PERFORMANCE BUDGET

FOR FISCAL YEAR 1980-81 : PHASE C

DEPT: 08 TREASURER-TAX COLLECTOR

03334

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 27 TTX-PROPERTY TAX

TO PROVIDE CENTRALIZEO COLLECTIONS OF SECURED AND UNSECURED PROPERTY TAXES FOR LOCAL GOVERNMENT TAXING AGENCIES WITHIN THE CITY AND COUNTY OF SAN FRANCISCO

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

--OBJECTIVES:

		OBJ DATE SPAN:
CDB	TO MAINTAIN THE SECURED PROPERTY RECEIVADLE TAXES AT 1.2% OF THE TOTAL ROLL	80/01-80/12
COC	TO PROCESS WITHIN 4 WORKING OAYS, ALL PAYMENTS RECEIVED ON OR BEFORE DECEMBER 10 AND APRIL 10	80/01-80/12
COE	TO DECREASE THE UNCOLLECTED UNSECUREO TAX RATE TO 4%	80/01-80/12
COF	TO PROVIDE A LISTING OF OELINQUENT ACCOUNTS TO THE INVESTIGATIONS & COLLECTIONS UNIT BY SEPT 25 FOR THE ACCOUNTS OELINQUENT AS OF AUGUST 31	80/03-80/04

TYPE CSJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:									
CDF 11	M	# OF BILLS PROCESSEO (SEC. AND UNSEC.)	188,188	186,000	185,000	185,000	186,000	186,000	185,000
CDF 12	M	TOTAL TAX ROLL (SEC. AND UNSEC.)	$212,104,706	$203,000,000	$201,000,000	$201,000,000	$201,000,000	$201,000,000	$201,000,000
COF 13	M	TAX BILLS ISSUED (SEC. AND UNSEC.)	$ 193,000	193,000	193,000	193,000	193,000	193,000	193,000
-EFFICIENCY:									
COB 20	O	% OF SECUREO ROLL UNCOLLECTED	$ 1.40 %	1.20 %	1.50 %	1.50 %	1.20 %	1.20 %	1.50%
COE 20	I	% OF UNSECURED TAXES COLLECTEO	$ 5.10 %	4.00 %	5.00 %	5.00 %	4.00 %	4.00 %	5.00%
-EFFECTIVENESS:									
CDC 30	O	OAYS TO PROCESS SECUREO TAX PAYMENTS	$ 3	4	5	5	3	3	5

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MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
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CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1980-81 : PHASE C

DEPT: 08 TREASURER-TAX COLLECTOR

****** P R O G R A M S T R U C T U R E ******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 28 TTX-BUSINESS TAX

******** O R G A N I Z A T I O N S T R U C T U R E ********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	524,727	627,177	627,355	623,701	623,701	638,449	638,449	597,093
TOTAL BUDGETED	524,727	627,177	627,355	623,701	623,701	638,449	638,449	597,093
NON-BUDGETED OPERATING	8,381	6,110	6,110	0	0	0	0	0
TOTAL PROGRAM	533,108	633,287	633,465	623,701	623,701	638,449	638,449	597,093
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	378,744	475,080	475,080	451,632	451,632	455,381	455,381	427,617
CONTRACTUAL SERVICES	2,655	1,417	1,595	1,595	1,595	1,595	1,595	1,595
OTHER CURRENT EXPENDITURES	60,627	55,058	55,058	58,424	58,424	64,361	64,361	58,424
SERVICES OF OTHER DEPARTMENTS	82,701	95,622	95,622	112,050	112,050	117,112	117,112	109,457
TOTAL BUDGETED	524,727	627,177	627,355	623,701	623,701	638,449	638,449	597,093
NON-BUDGETED OPERATING	8,381	6,110	6,110	0	0	0	0	0
TOTAL PROGRAM	533,108	633,287	633,465	623,701	623,701	638,449	638,449	597,093
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	23	23	23	21	21	23	23	23
TOTAL BUDGETED	23	23	23	21	21	23	23	23
NON-BUDGETED	1	1	1	0	0	0	0	0
TOTAL PROGRAM	24	24	24	21	21	23	23	23

03336

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MOO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

****** P R O G R A M S T R U C T U R E ******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 28 TTX-BUSINESS TAX

******** O R G A N I Z A T I O N S T R U C T U R E ********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

TO ADMINISTER AND COLLECT THE BUSINESS TAX, PAYROLL EXPENSE TAX, UTILITY USER TAX, STADIUM ADMISSION TAX, HOTEL TRANSIENT TAX AND TO MAINTAIN A POST AUDIT FUNCTION TO DETERMINE THE ACCURACY OF TAX REPORTING

--OBJECTIVES: CEB TO PROCESS 90% OF THE TAX STATEMENTS RECEIVED BY MARCH 1 WITHIN 13 WORKING DAYS

OBJ DATE SPAN: 80/01-80/12

TYPE OBJ/MEAS	T O	M E A S U R E		1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:										
CEB 10	I	TAX STATEMENTS RECEIVED	$	28,253	27,500	27,500	27,500	27,500	27,500	27,500
-EFFICIENCY:										
CEB 20	O	COST PER DOLLAR COLLECTED (IN CENTS)	$	.12	.13	.13	.13	.13	.13	.13

03337

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

FOR FISCAL YEAR 1900-81 : PHASE C

DEPT: 08 TREASURER-TAX COLLECTOR

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 29 TTX-AUDITS

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	441,383	373,221	373,221	353,735	353,735	470,159	470,159	453,455
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	416,442	351,316	351,316	337,500	337,580	452,077	452,077	435,373
CONTRACTUAL SERVICES	776	466	466	466	466	466	466	466
OTHER CURRENT EXPENDITURES	24,165	21,439	21,439	15,689	15,689	17,616	17,616	17,616
TOTAL BUDGETED	441,383	373,221	373,221	353,735	353,735	470,159	470,159	453,455 ✓
TOTAL PROGRAM	441,383	373,221	373,221	353,735	353,735	470,159	470,159	453,455
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	18	18	18	17	17	18	18	18
TEMPORARY POSITIONS	0	0	0	1	1	0	0	0
TOTAL BUDGETED	18	18	18	18	18	18	18	18
TOTAL PROGRAM	18	18	18	18	18	18	18	18

✓ Includes $27,266 charged directly to Hotel Tax Fund.

03338

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

03338

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 29 TTX-AUDITS

TO MAINTAIN A POST AUDIT PROGRAM TO DETERMINE THE ACCURACY OF THE TAXPAYER REPORTS AND LEVY ADDITIONAL TAXES IF THE AUDIT SO INDICATES

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

--OBJECTIVES: CFA TO ACHIEVE A RECOVERY RATE OF AT LEAST $60 PER AUDIT HOUR BASED ON BILLINGS — OBJ DATE SPAN: 80/01-80/12

CFB TO PRODUCE .07 AUDITS PER HOUR — 80/01-80/12

TYPE OBJ/MEAS	T O	MEASURE		1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:										
CFA 10	I	NUMBER OF AUDITS	$	1,419	1,250	1,008	1,008	1,250	1,250	1,250
-EFFICIENCY:										
CFB 20	I	AUDITS/STAFF HOUR	$	.07	.06	.06	.06	.07	.07	.07
-EFFECTIVENESS:										
CFA 32	I	DOLLARS RECOVERED PER AUDIT HOUR		$71	$44	$55	$55	$60	$60	$60
CFB 30	I	AUDITS PER STAFF HOUR		.	.	.	.	.	.	.

03339

MBO-BUDGET REPORT 103-C
RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: D8 TREASURER-TAX COLLECTOR

* PROGRAM LEVEL *

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 32 TTX-DELINQUENT REVENUE

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	632,439	779,204	779,204	755,669	755,669	831,748	831,748	755,273
TOTAL BUDGETED	632,439	779,204	779,204	755,669	755,669	831,748	831,748	755,273
NON-BUGETED OPERATING	15,917	6,725	6,725	0	0	0	0	0
TOTAL PROGRAM	648,356	785,929	785,929	755,669	755,669	831,748	831,748	755,273
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	594,142	744,534	744,534	719,194	719,194	791,475	791,475	718,817
CONTRACTUAL SERVICES	2,270	1,364	1,364	1,364	1,364	1,364	1,364	1,364
OTHER CURRENT EXPENDITURES	35,901	32,806	32,806	34,611	34,611	38,409	38,409	34,611
SERVICES OF OTHER DEPARTMENTS	126	500	500	500	500	500	500	481
TOTAL BUDGETED	632,439	779,204	779,204	755,669	755,669	831,748	831,748	755,273
NON-BUDGETED OPERATING	15,917	6,725	6,725	0	0	0	0	0
TOTAL PROGRAM	648,356	785,929	785,929	755,669	755,669	831,748	831,748	755,273
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	35	35	35	35	35	35	35	35
TOTAL BUDGETED	35	35	35	35	35	35	35	35
NON-BUDGETED	2	2	2	0	D	D	0	0
TOTAL PROGRAM	37	37	37	35	35	35	35	35

03340

MBO-BUDGET REPORT 1D3-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

****** P R O G R A M S T R U C T U R E ******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 32 TTX-DELINQUENT REVENUE

TO PROVIDE CENTRALIZED COLLECTION OF ACCOUNTS DETERMINED TO BE DELINQUENT BY CITY DEPARTMENTS, EXCLUSIVE OF THE PUC AND FOR DELINQUENT ACCOUNTS RESULTING FROM THE TAX COLLECTION PROCESS

******** O R G A N I Z A T I O N S T R U C T U R E ********

-RESPONSIBLE ORGANIZATION: 080300 TAX COLLECTION

--OBJECTIVES: CIA TO MAKE FOLLOWUP CONTACT ON ALL DELINQUENT ACCOUNTS IN EXCESS OF $500 WITHIN ONE YEAR OF RECEIPT — OBJ DATE SPAN: 80/01-80/12

CIO TO INCREASE BY 2% THE NUMBER OF FIELD CALLS ON DELINQUENT TAX ACCOUNTS — 80/01-80/12

CIE TO INCREASE BY 10% THE TOTAL DOLLAR AMOUNT COLLECTED DURING FY 79-80 FOR CLAIMS TRANSFERRED FROM CITY DEPARTMENTS — 80/01-80/12

TYPE T OBJ/MEAS O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:								
CIA 10 I	NUMBER OF FIELD CALLS	13,865	20,640	18,850	18,850	21,060	21,060	20,000
CIE 11 I	NUMBER OF COLLECTIONS	3,885	3,700	3,400	3,400	3,800	3,000	3,600
-EFFICIENCY:								
CIE 20 I	DOLLARS COLLECTED PER DEL. ACCOUNT	$560	$637	$600	$600	$650	$650	$600
-EFFECTIVENESS:								
CID 31 I	DOLLARS COLLECTED PER FIELD CALL	$244	$179	$176	$176	$180	$180	$178

03341

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: 08 TREASURER-TAX COLLECTOR

03341

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 30 TTX-LICENSING

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080303 LICENSING

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND REVENUES - CREDITED TO DEPT	164,000	115,000	115,000	388,000	388,000	388,000	388,000	355,000
GENERAL FUND UNALLOCATED	93,191	179,715	179,590	122,146	122,146	160,961	160,961	78,437
TOTAL BUDGETED	257,191	294,715	294,590	510,146	510,146	548,961	548,961	433,437
NON-BUDGETED OPERATING	20,828	1,902	1,902	0	0	0	0	0
TOTAL PROGRAM	278,019	296,617	296,492	510,146	510,146	548,961	548,961	433,437
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	156,826	181,575	181,575	307,834	307,834	337,288	337,288	258,322
CONTRACTUAL SERVICES	2,294	1,379	1,379	1,379	1,379	1,379	1,379	1,379
OTHER CURRENT EXPENDITURES	19,192	17,525	17,400	64,687	64,687	66,898	66,898	64,933
EQUIPMENT/CAPITAL OUTLAY	0	0	0	32,816	32,816	32,816	32,816	14,138
SERVICES OF OTHER DEPARTMENTS	78,879	94,236	94,236	103,430	103,430	110,580	110,580	94,665
TOTAL BUDGETED	257,191	294,715	294,590	510,146	510,146	548,961	548,961	433,437 ✔
NON-BUDGETED OPERATING	20,828	1,902	1,902	0	0	0	0	0
TOTAL PROGRAM	278,019	296,617	296,492	510,146	510,146	548,961	548,961	433,437
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	13	13	13	17	17	19	19	16
TEMPORARY POSITIONS	2	1	1	1	1	1	1	1
TOTAL BUDGETED	15	14	14	18	18	20	20	17
NON-BUDGETED	2	2	2	0	0	0	0	0
TOTAL PROGRAM	17	16	16	18	18	20	20	17

✔ Includes $21,170 charged directly to Hotel Tax Fund.

03342

MBO-BUDGET REPORT 103-C RUN NBR: 79/13/26 DATE: 06/12/80 TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

03342

* PROGRAM LEVEL *

FOR FISCAL YEAR 1980-81 : PHASE C

****** P R O G R A M S T R U C T U R E ******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 30 TTX-LICENSING

TO COLLECT FEES FOR CITY LICENSES WHICH ARE REQUIRED BY MUNICIPAL CODE PART III AND DOG LICENSE FEES. ADMINISTER, COLLECT AND DETERMINE ELIGIBILITY FOR RESIDENTIAL PARKING PERMITS

******** O R G A N I Z A T I O N S T R U C T U R E ********

-RESPONSIBLE ORGANIZATION: 080303 LICENSING

--OBJECTIVES: CGA TO INCREASE STAFF UTILIZATION PERCENTAGE TO 90% FOR FY 1980-81 — OBJ DATE SPAN: 80/01-80/12

CGB TO PROVIDE THE INVESTIGATION UNIT W/ A LISTING OF ALL DELINQUENT APARTMENT HOUSE LICENSE RENEWALS BY FEBRUARY 15 — 80/06-80/08

TYPE OBJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-WORKLOAD:									
CGA 10	M	LICENSES PROCESSED	75,746	72,000	93,000	93,000	95,000	95,000	93,000
-EFFICIENCY:									
CGA 20	I	% OF STANDARD HRS TO ACTUAL STAFF HOURS	95.00 %	96.00 %	96.00 %	96.00 %	98.00 %	98.00 %	96.00%
CGA 21	D	COST PER LICENSE PROCESSED		$3.67	$3.67	$5.00	$5.00	$4.00	$5.00
CGB 20	D	DAYS REQUIRED TO PREPARE DELINQ. LIST	80	60	70	70	60	60	70
-EFFECTIVENESS:									
CGB 31	I	% DECREASE IN DELINQUENT LICENSES	.00 %	2.00 %	3.00 %	3.00 %	5.00 %	5.00 %	3.00%

03343

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PROGRAM SUMMARY BY MAJOR CATEGORY

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 31 TTX-PARKING METERS

********ORGANIZATION STRUCTURE*******

-RESPONSIBLE ORGANIZATION: 080304 PARKING METERS

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
PROGRAM REVENUE SUMMARY-BUDGETED:								
GENERAL FUND UNALLOCATED	33,637	257,006	257,710	2,767,689-	2,767,689-	2,767,689-	2,767,689-	256,552
SPECIAL FUND REVENUES - CREDITED TO DEPT	243,476	0	0	3,025,000	3,025,000	3,025,000	3,025,000	0
TOTAL BUDGETED	277,113	257,006	257,710	257,311	257,311	257,311	257,311	256,552
TOTAL PROGRAM	277,113	257,006	257,710	257,311	257,311	257,311	257,311	256,552
PROGRAM EXPENDITURE SUMMARY-BUDGETED:								
LABOR COSTS	42,743	19,256	19,960	19,561	19,561	19,561	19,561	18,802
CONTRACTUAL SERVICES	234,370	237,750	237,750	237,750	237,750	237,750	237,750	237,750
TOTAL BUDGETED	277,113	257,006	257,710	257,311	257,311	257,311	257,311	256,552
TOTAL PROGRAM	277,113	257,006	257,710	257,311	257,311	257,311	257,311	256,552
PROGRAM EMPLOYMENT SUMMARY-BUDGETED:								
PERMANENT POSITIONS	1	1	1	1	1	1	1	1
TOTAL BUDGETED	1	1	1	1	1	1	1	1
TOTAL PROGRAM	1	1	1	1	1	1	1	1

03344

03344

MBO-BUDGET REPORT 103-C
* PROGRAM LEVEL *

RUN NBR: 79/13/26
DATE: 06/12/80
TIME: 16:06

CITY AND COUNTY OF SAN FRANCISCO
MANAGEMENT BY GOALS AND OBJECTIVES
MBO PERFORMANCE BUDGET

DEPT: 08 TREASURER-TAX COLLECTOR

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE******

MSA/COMM GOAL: 62 CENTRAL SUPPORT AND FINANCE
-PROGRAM : 31 TTX-PARKING METERS

TO ADMINISTER AND ACCOUNT FOR
OF THE PARKING METER REVENUES WITHIN THE
CITY AND COUNTY OF SAN FRANCISCO

********ORGANIZATION STRUCTURE********

-RESPONSIBLE ORGANIZATION: 080304 PARKING METERS

--OBJECTIVES: CHA TO INCREASE THE AMOUNT OF REVENUE GENER
ATED BY 5% DURING FISCAL YEAR 1980

OBJ DATE SPAN: 80/01-80/12

TYPE OBJ/MEAS	T O	MEASURE	1978-79 ACTUAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
-EFFECTIVENESS:									
CHA 31	I	PERCENTAGE OF FY 1978-79 COLLECTED	.	100.00 %	100.00 %	100.00 %	102.00 %	102.00 %	102.00%

INCREMENT NARRATIVES

03345

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Increment: Narrative

III - SERVICE RESULTS:

The Tax Collector's Office consists of nine major components as follows:

A. Collection of $182 million in secured taxes on 150,503 parcels.

B. Collection of $24 million in unsecured taxes on 37,000 tax bills.

C. Collection of over $4.2 million in delinquent secured taxes on 2,300 parcels.

D. Collection of $4.6 million in delinquent bills from other City Departments on 4,100 accounts.

E. Collection of over $24 million miscellaneous licenses, fees, and hotel transcient tax under City and County ordinances on 80,000 accounts.

F. Collection of over $66 million in gross receipts, payroll expense, parking, stadium operator's admission and utility users taxes on over 55,000 accounts.

G. Collection of over $1 million in audit deficiency billing on 1,250 audits annually.

Increment: Base and First

H. Recovery of over $.5 million annually from over 100 complaints filed and over forty (40) abstracts of Judgment recorded.

I. Collection of over 17,500 prior years delinquent business taxes, unsecured property taxes, and licenses with annual recovery of over $3.3 millions.

IV - BASE AND FIRST INCREMENT LEVEL:

Impact on Resources. Funding at the base and first increment levels will necessitate the reduction of currently filled permanent employments by nine additional positions. This represents a cut in total tax collection full staffing of 23.5%, or from 102 positions to 78 positions. Temporary salaries will be cut by $20,000. Services of other departments will be reduced by 10%. This will include:

- Property Tax Program: Reduction of one 1650 Accountant and temporary employments by $20,000. EDP services will be reduced by $10,180.
- Business Tax Program: Legal Services from the City Attorney will be reduced to 975 hours compared to a needed 1,075 hours. EDP services will be reduced by $13,302 to a subsistence level.

INCREMENT NARRATIVES

03346

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Increment: _____

. Audits Program. One complete audit team will be vacated; two 4220 Auditors, one 4222 Senior Auditor, and one 4224 Principal Auditor. This includes the one current Hotel Tax Auditor.

. Licensing Program. The License Division Supervisor, one 1844 Management Assistant will be vacated. Supervision of this program will be handled by another position or by re-organization. EDP services will be reduced $2,418 for Licensing and $3,773 for Hotel Tax. Six additional positions are requested for the expanding preferential parking program; 1404 clerk, 1406 Senior clerk, 1424 clerk typist, 1630 account clerk, 1720 data entry operator, 4334 Investigator. In addition, necessary equipment, material and supplies, contractual services, and data processing support has been requested to properly manage this program. This additional appropriation will not be an additional burden on the Treasury as it will be funded from the increased projected revenue in 1980-81 from new areas to be designated in 1980-81.

. Parking Meters Program. No projected impact on this program.

. Delinquent Revenue Program. In the field collections section, two additional 4334 Investigators will be vacated. One middle management position, 1842 Management Assistant, in the delinquent revenue section will be vacated.

Impact on Services. a) Service Deliveries

. Property Tax Program. Our objective of maintaining secured property tax delinquency rates at their present level of 1.2% and reducing the unsecured tax delinquency rate to 4% will be materially hampered. Regular payment posting and reconciliations in the Redemption Bureau will be delayed. A backlog will exist at the duplicate tax bill counter. The reduction in temporary salaries necessitates eliminating the night shift during peak property tax collections.

Increment: _____

. Business Tax Program. Preventive legal assistance will be greatly reduced. Data processing support will be reduced to a subsistence level.

. Audits Program. The current projected number of audits to be completed in fiscal year 1980-81 will decrease nineteen and one half per cent (19½%) or to only 1,008 audits in comparison to 1,250 audits in fiscal year 1979-80. Hotel Tax audits will be cut by two-thirds.

. Licensing Program. The delinquency rate of licensing will probably increase. Staff utilization will decrease to 96%. File maintenance will be greatly impaired.

. Parking Meters Program. No impact on service delivery.

. Delinquent Revenue Program. Our objective of increasing field calls by five per cent would be impossible to accomplish. In fact, approximately 1,804 field calls would be lost. Supervision of field personnel and review of field investigations by the supervisory personnel through taxpayer contact would no longer exist, thereby resulting in poor supervision, control, and accountability.

b. Service Consequences:

. Property Tax Program. Secured Property Tax delinquency rate will increase to 1.5% and Unsecured delinquency rate will increase to 5%. The Tax Redemption and Property Tax information section will be closed during the lunch hour. Taxpayers will have to wait up to two weeks for a duplicate tax bill requested by mail.
The time to process payments at peak periods will increase several days even with the new remittance processors. Our best estimate is at least two additional processing days at December 10th and April 10th. Lost interest income is estimated at $60,000 per additional processing day.

INCREMENT NARRATIVES

03347

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Increment: _____

- Business Tax Program. Additional administrative hours will be spent on tax rules that would normally be cleared by good preventive legal assistance. Data Processing system and programming activities will be severely cut to the point that there will be very few new applications or improvements to our current system.

- Audits Program. Total dollars recovered by reduced audit activity is estimated to be reduced to $950,000 annually from the current recovery rate of over $1,200,000 annually. Since the Hotel Tax Auditor is eliminated at these levels, it is estimated that Hotel Tax revenues will decrease $100,000 annually.
The cutback of Audit Program may intensify the laxity of taxpayor compliance. Consequently, tax revenues may be further reduced. The amount is impossible to quantify but we know that there is a direct correlation between voluntary taxpayer compliance and audit activity.

- Licensing Program. Our objective of decreasing the licensing delinquency rate by 5% cannot be achieved at the level. The projected staff reduction would make it difficult to maintain the current delinquency rate. Supervision will be less effective, taxpayor service and information will be weakened and separation of duties of personnel will be impossible, thereby, impairing safeguarding public assets. Maintaining our high employee utilization rate of 98%will be unobtainable All Hotel Tax EDP System improvements projected will be eliminated. With the possibility of an increase in the hotel tax rate, electronic control of and accounting for these taxes should be a high priority.

- Delinquent Revenue Program. It is estimated that with 1,804 fewer field calls the recovery of at least $500,000 in delinquent revenue would be lost or delayed. For maximum recovery, it is imperative that we contact delinquent taxpayers as soon as possible. With these projected staff reductions contact with smaller classes of taxpayers, under $500, maybe delayed over one year.

Increment: Second and Third

Field supervision of field personnel will become almost non-existent resulting in poor control that is conducive to possible abuses by field personnel.

Reduced supervision of office personnel will severely impair the quality of management, internal control, accountability, and service to the public. Review of closed and new cases will be delayed months for the remaining supervisor to complete. Assignment of new cases to collection personnel may be delayed to the point their collection could be jeopardized.

. . .

V. SECOND AND THIRD INCREMENT LEVELS:

Impact on Resources. Funding at the second and third increments is approximately 100% of 1979-80 levels plus the funding requested for the expanding preferential parking program. This level will restore nine positions, increasing the number of filled positions from 78 to the current number of 07 positions. All current programs and services should be maintainable at 1979-80 levels except for EDP support in Hotel Tax Collections. All services eliminated in the Base and first increments will be reestablished. Current program objectives and measures should be obtainable at these levels. Temporary salaries of $10,000 will be restored. Services of other departments will be funded at 100%.

Although these increments are approximately 100% of 1979-80 levels, it should be pointed out that this funding

INCREMENT NARRATIVES

03348

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Increment: _____

necessitated a staff reduction from full staffing of 14.7%, or from 102 positions to 87 positions. This included:

- Property Tax Program. Reduction of one 1404 Clerk, one 1630 Account Clerk and one 4349 Director of Real Estate.
- Business Tax Program. Reduction of two 1630 Account Clerks, one 1408 Principal Clerk and one 1424 Clerk Typist.
- Audits Program. Reduction of two 4220 Auditors and one 4222 Senior Auditor.
- Licensing Program. Reduction of one 1404 Clerk, one 1404 Clerk (Temporary) and 1444 Clerk-Steno.
- Delinquent Revenue Program. Reduction of two 4335 Senior Investigators and one 4337 Principal Investigator.

Impact on Services. a) Service Deliveries

- Property Tax Program. This funding level will restore services to the current levels. We should be able to hold delinquency rates as projected. The night shift during peak property tax collections would be restored, and with the new remittance processors reduce the processing at peak periods from four days to three days. Restore one 1650 Accountant and temporary salaries.
- Business Tax Program. Full funding will enable the Business Tax section to provide services at current levels.
- Audits Program. This funding level will enable us to maintain the audits program at the current level of 1250 audits annually. Restore two 4220 Auditors, one 4220 Senior Auditor, one 4224 Principal Auditor.

Increment: _____

- Licensing Program. The License Division Supervisor will be restored at these levels. Current services and 98% employee utilization could be maintained at these levels.

  In addition, six positions are requested for the expanding preferential parking program; 1404 Clerk, 1406 Senior Clerk, 1424 Clerk Typist, 1630 Account Clerk, 1720 Data Entry Operator, 4334 Investigator. Necessary equipment, material and supplies, contractual services, and data processing support has been requested to properly manage this program. This additional appropriation will not be an additional burden on the Treasury as it will be funded from the increased projected revenue in 1980-81 from new areas to be designated in 1980-81.
- Delinquent Revenue Program. In the field collections section two 4334 Investigators will be restored and one middle management position, 1842 Management Assistant, in the Delinquent Revenue Section will be restored. Services and Supervision will be restored to current levels. We should be able to increase the number of field calls by 5% over 1979-80 and conversely revenue recovered.

b) Service Consequences

- Property Tax Program. At the current funding level, taxpayers have to wait up to a week for duplicate bill requests by mail and have encountered considerable delay in response to telephone calls. Refund of over and duplicate payments are taking three months as compared to four to six weeks in the past.
- Business Tax Program. Processing of tax statements was slower, Auditors had to be utilized to assist a great deal more in clerical duties and file maintenance and improvements were greatly impaired.
- Audits Program. The number of audits was reduced from 1,700 in 1978-79 to 1,250 in 1979-80. At current tax recovery rates, this amounts to over $200,000 in tax delinquencies undiscovered.

03349

INCREMENT NARRATIVES

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Increment: _____

- Licensing Program. Contact with the public was more narrowly based. Site sales of Preferential Parking Permits was eliminated.

- Delinquent Revenue Program. Field calls on delinquent tax bills and licenses slumped from over 20,000 calls annually to 13,865 annually. At current collection rates, uncollected delinquent taxes deferred until later amounted to over $500,000. This program was beefed up some in 1979-80.

- All Programs. The quality of management was greatly impaired as middle management and clerical positions were left vacated. Internal Control, accountability, supervision, and internal communication and reconciliation was slower and less effective as supervisors were required to spend too much time on low level work. Segregation of duties became more difficult to accomplish. Many recommendations made by Arthur Anderson and Co. were not implementable due to budget restraints.

Increment: _____

MAYOR'S ANALYSES

03350

Department: TREASURER-TAX COLLECTOR

Division: Tax Collection Division

Effect on Department:

The staffing level of this division will increase by one position. The six programs will be affected as follows:

1.-3. Parking Meters, Audits Program, and the Business Tax Program will maintain current staffing levels.

4. Licensing Program: a net increase of four positions will occur. 5 new clerical positions will be added to handle a greatly expanded preferential parking program but one currently filled position of Senior Management Assistant will be vacated.

5. Property Tax - One filled accounting position will be vacated.

6. Delinquent Revenue - Two filled positions will be vacated - a Management Assistant and an Investigator.

Funding is also provided to automate the preferential parking program.

Effect on Public:

Parking Meter Program: Current services will be maintained. Monitoring and surveillance of parking meter collection activities will be provided.

Audits Program: Analysis of the MBO quarterly reports shows that an additional 200 audits, bringing the total to 1450, can be performed at existing staffing levels.

Business Tax: Present operations of this section will continue without change. A slight reduction in EDP funding may hamper system design and programming elements, thus somewhat delaying new applications and system improvements.

Licensing: The anticipated expansion in the preferential parking program (from 18,000 current users to a potential 43,000 users) can be handled efficiently. Slight reduction in supervisorial staffing may result in lower productivity in this section. Automation of this program will lead to better policing and less abuses of the system and the issuance of fewer illegitimate permits.

Property Tax: Delinquent notices will not be sent after the first property tax installment is due, thus leading to a decline in the collection rate. 1000 fewer bills will be processed. Secured tax roll uncollected would increase from 1.2% to 1.5% and the uncollected unsecured roll would increase from 4% to 5%. The number of field calls is expected to decrease by 640 or approximately 3%. The total number of collections will therefore decrease and the amount collected per delinquent account will decrease accordingly (from $637 to $600 per account).

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BPREP REPORT 740

RUN DATE: 06/13/80
TIME: 11:28

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

FOR FISCAL YEAR 1980-81

DEPT: 08 TREASURER-TAX COLLECTOR

SUB-OBJECT	DESCRIPTION	1979-79 ACTUAL	1979-80 ORIGINAL BUDGET	REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
GENERAL FUND REVENUES CREDITED TO DEPT:									
5211	VEH LIC PUB PASS	56,724	40,000	0	17,618	22,382	40,000	40,000	0
5216	NEIGHBORHOOD PARKING PERMITS	91,048	50,000	0	48,715	1,285	323,000	290,000	240,000
5244	DRV AGT BAD TAG	20,035	25,000	0	3,866	21,134	25,000	25,000	0
7047	INHER TAX COMM	94,481	88,200	0	40,000	48,200	88,200	100,000	11,800
7099	OTH GEN GVT CHAR	39,255	32,040	0	1,174	30,966	35,280	35,280	3,240
7601	PATIENT PAYMENTS	0	0	0	480	480-	0	0	0
8999	MISCELLANEOUS SERVICES	0	0	0	283	283-	0	0	0
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		309,543	235,240	0	112,144	123,136	511,480	490,280	255,040
* GENERAL FUND UNALLOCATED		21,110,659-	20,260,236-	272,007	12,396,855-	7,402,283-	779,428	3,451,361	23,711,597
SPECIAL FUND REVENUES BY FUND GROUP/FUND:									
FG 02 SPECIAL REVENUE FUND GROUP									
FUND 001 HOTEL TAX									
5171	HOTEL ROOM TAX	20,924,864	20,700,000	0	12,357,492	8,342,508	0	0	20,700,000-
*TOTAL SPEC FUND 001 CREDITED TO DEPT		20,924,864	20,700,000	0	12,357,492	8,342,508	0	0	20,700,000-
FUND 025 TRAFFIC FINES FUND									
7046	PARK METER COLL	3,091,757	3,075,000	0	1,462,012	1,612,988	3,025,000	0	3,075,000-
*TOTAL SPEC FUND 025 CREDITED TO DEPT		3,091,757	3,075,000	0	1,462,012	1,612,988	3,025,000	0	3,075,000-
**TOTAL SPEC FUND GROUP 02 CREDITED TO DEPT		24,016,621	23,775,000	0	13,819,504	9,955,496	3,025,000	0	23,775,000-
* TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT		24,016,621	23,775,000	0	13,819,504	9,955,496	3,025,000	0	23,775,000-
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		3,215,505	3,750,004	272,007	1,534,793	2,676,349	4,315,908	3,941,641	191,637

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CITY AND COUNTY OF SAN FRANCISCO

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REPORT 746

DEPARTMENT AND DIVISION EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 01 ADMINISTRATION

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	98,874	256,030		118,766	137,264	282,951	268,752	12,722
017	RETROACTIVE PERSONAL SERVI	4,698							
060	MAND FRINGE BENEFITS	26,887	77,531		33,349	44,102	82,827	64,457	13,074-
	TOTAL CATEGORY	130,459*	333,561*	*	152,115*	181,446*	365,778*	333,209*	352-
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES			10,000	1,596	8,404			
109	OTHER CONTRACTUAL SERVICES	3,100	3,231	25,000	1,598	26,633	3,231	3,231	
	TOTAL CATEGORY	3,100*	3,231*	35,000*	3,194*	35,037*	3,231*	3,231*	*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
112	TRAVEL	756	1,240		467	773	1,340	1,340	100
120	OTHER SERVICES	2,284	8,585		1,861	6,724	8,505	8,585	
130	MATERIALS AND SUPPLIES	3,538	6,250		2,316	3,934	6,250	6,348	98
144	MEMBERSHIP DUES		75		50	25	75	75	
	TOTAL CATEGORY	6,578*	16,150*	*	4,694*	11,456*	16,250*	16,348*	198*
CATEGORY	30 SERVICES OF OTHER DEPTS								
350	REPRODUCTION	2,865	6,101	125	3,462	2,764	6,101	6,101	
	TOTAL CATEGORY	2,865*	6,101*	125*	3,462*	2,764*	6,101*	6,101*	*
	TOTAL EXP. TYPE	143,002*	359,043*	35,125*	163,465*	230,703*	391,360*	358,889*	154-
	TOTAL DIVISION	143,002*	359,043*	35,125*	163,465*	230,703*	391,360*	358,889*	154-

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 01 ADMINISTRATION

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	001 PERM SALARIES-MISC								
1406 A	SENIOR CLERK.....	04S0B0SS2	1	1	13,311	1	14,407	1	14,407
1444 A	CLERK STENOGRAPHER.....	0442D0S31	1	1	12,241	1	13,858	1	13,858
1446 A	SENIOR CLERK STENOGRAPHER...	0407D0S06	1			1	15,577	1	15,577
1446 B	SENIOR CLERK STENOGRAPHER...	0487D0586		1	14,138				
1450 A	PRINCIPAL CLERK STENOGRAPHER	0519B0625	1	1	15,086	1	16,312	1	16,312
1656 A	HEAD ACCOUNTANT.....	0961D1163	1	1	28,397	1	30,354	1	30,354
1844 A	SENIOR MANAGEMENT ASSISTANT.	0010B0979	1	1	22,811	1	25,551	1	25,551
4373 A	DEPUTY TAX ADMINISTRATOR....	1316B1596	1	1	37,008	1	41,655	1	41,655
4374 A	TAX ADMINISTRATOR.....	13S581642	1	1	38,732	1	42,855	1	42,855
4384 A	CHIEF ASSISTANT TREASURER...	114181301	1	1	32,285	1	36,043	1	36,043
4390 A	TREASURER.....	3861M3061	1	1	41,941	1	46,339	1	46,339
9999 A	SALARY SAVINGS	000000000							14,199-
	TOTAL OBJECT		10*	10*	256,030*	10*	282,951*	10*	268,752*
	TOTAL DIVISION		10*	10*	256,030*	10*	282,951*	10*	268,752*

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CITY AND COUNTY OF SAN FRANCISCO

REPORT 754

MANDATORY FRINGE BENEFITS DETAIL

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 01 ADMINISTRATION

SUB-OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
0600	RETIRE CITY MISC	18,571	59,141		27,434	31,707	62,589	45,662	13,479-
0601	RETIRE NON-CITY	572							
0606	SOC SEC	5,092	12,155		3,714	8,441	13,928	13,024	069
0610	HEALTH SERVICE-CITY MATCH	2,277	4,809		2,201	2,608	5,346	4,865	56
0620	UNEMPLOY INSURANCE	369	1,408			1,408	946	890	518-
0621	UNEMPLOY INSURANCE-ADMIN C	6	18			18	18	16	2-
	TOTAL DIVISION	26,887*	77,531*	*	33,349*	44,182*	82,827*	64,457*	13,074-

LINE-ITEM EXPLANATIONS

Department: 08 Treasurer-Tax Collector
Division: 01 Administration

Object Object Title and Explanation of Change

OBJ. 001 Permanent Salaries - Misc.

No new positions requested.
Detail of existing positions in Report 300.

	Filled Pos.	Base & 1st Incr.	Filled Pos.	2nd & 3rd Incr.
Administration Program	9	270,138	10	282,951

MAYOR'S AMOUNT 268,752 - One Clerical Position Reassugbed to the licensing program to fill a more urgent need.

OBJ. 060 Mandatory Fringe Benefits - City Matching

SOBJ. 0600 Retirement - City and County

	Base & 1st Incr.		2nd & 3rd Incr.	
Permanent Salaries	Salaries	Ret.Allow	Salaries	Ret.Allow
existing empl. @ 23.10%	243,898 =	59,755	256,711	62,589

Adjusted MAYOR'S AMOUNT: 45,662 - Adjusted per provisions of Proposition P.

SOBJ. 0606 Social Security - Employer's Tax

Detailed schedule by classification on file. Schedule based on the following rates:

July-Dec. 1980 6.13% of 1st $25,900 paid in 1980
Jan.-June 1981 6.65% of 1st $29,700 paid in 1981

Adjusted for standardization

Base & 1st Incr.		2nd & 3rd Incr.	
Filled Pos.	Amount	Filled Pos.	Amount
9	13,109	10	13,928

SOBJ. 0610 Health Service - City Matching

Mandatory amount required - Annual $534.60

Base & 1st Incr.		2nd & 3rd Incr.	
Filled Pos.	Amount	Filled Pos.	Amount
9	4,865	10	5,346

Object Object Title and Explanation of Change

SOBJ. 0620 Unemployment Insurance

Rate @ 0.4% of eligible salaries

	Base & 1st Incr.		2nd & 3rd Incr.	
	Filled Pos.	Amount	Filled Pos.	Amount
Perm. Salaries	9	243,898	10	256,711
Less Exempt Pos. 4390 Treasurer	(1)	(41,935)	(1)	(41,935)
Eligible Salaries	8	201,963	9	214,776
Rate @ 0.4% Adjusted for standardization		895		946

SOBJ. 0621 Unemployment Insurance - Admin.

Rate @ $2.00 per permanent eligible position

	Base & 1st Incr.		2nd & 3rd Incr.	
	Filled Pos.	Amount	Filled Pos.	Amount
Perm. Salaries	9	$18	10	$20
Less Exempt Pos. 4390 Treasurer	(1)	(2)	(1)	(2)
Total	8	$16	9	$18

OBJ. 109 Other Contractual Services

	Base & 1st Incr.	2nd & 3rd Incr.	Mayor
Total	$3,231	$3,231	$3,231

SOBJ. 1234 Copy Machine

	$2,935	$2,935	$2,935

1 Royfax Copying Machine for the Tax Collection Division for duplicating letters, documents, accounting worksheets and other printed matters. Usage is averaging 10,600 a month and at cost average of .0292 cents each copy. The need is $3,714 but budget restraints limits requested amount to $2,935.

LINE-ITEM EXPLANATIONS

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Department: 08 Treasurer - Tax Collector
Division: 01 Administration

Object	Object Title and Explanation of Change	Base & 1st Incr.	2nd & 3rd Incr.
SOBJ.1241	Office Machine Rental	$ 296	$ 296

1 Postage Meter rental for one year

OBJ. 112	Travel Total	$1,340	$ 1,340
SOBJ. 1206	Travel Expense - Outside City, Non-Routine	$1,250	$1,250

(1) To enable the Treasurer and/or his staff members to attend seminars, conferences and testimony in State Legislature in Sacramento as required by State law.

This year legislation will be introduced at the State level that will greatly enhance our investment capabilities. Proposed legislation will include the use of negotiable Certificates of Deposit and Commercial paper as legal investments; the use of mortgate loans for collateral on Certificates of Deposit and increase the maximum maturity term from one to two years on a Certificate of Deposit. If any or all of this legislation becomes law, the result will be very beneficial to the City. For example, if we were able to invest in CD's for two years instead of one, we would earn an additional $100,000 annually. As a member of the legislative committee of the State County Treasurer's Association, it is imperative that we make necessary trips to Sacramento to testify on related legislation.

In addition to the travel expenses for trips to Sacramento and the conventions, we should have funds available to attend meetings and seminars that would enable us to gather new ideas and procedures to improve our operation and earnings.

$400

Object Object Title and Explanation of Change

(2) Official Travel:

a) Purpose: Settlement with State Controller - Government Code Regulation 27012

Date of Meeting: Annual appearance between January 1 to 20, 1981 at summons of State Controller - 3 days.

Place of Meeting: Sacramento, California

No. of Persons to Attend: Two - 1 Treasurer and one staff member

Amount: $325

b) Purpose: State Convention of County Treasurers and Seminars

Date of Meeting: June, 1981 - 3 days

Place of Meeting: San Diego, California

Number of Persons to Attend: 1 Treasurer

Amount: $525

$850

Total $1250.00

SOBJ. 1208 Routine Travel

Base & 1st Incr.	2nd & 3rd Incr.
$ 90.00	$ 90.00

Trips to Legislation at Sacramento and other taxing jurisdiction in the State for inspection of E.D.P. installation and related matters having to do with taxation. Continuing consultation trips to neighboring counties and other jurisdictions regarding taxes, educational seminars and related topics.

OBJ. 120	Other Services	8,585	8,585
SOBJ. 1232	Telephone		

Telephone services for

a) Treasury division all units except Investment, inc. admin.	2,100	2,100
b) Tax Collection - Admin. portion	1,035	1,035
	3,135	3,135

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LINE-ITEM EXPLANATIONS

Department: 08 Treasurer- Tax Collector
Division: 01 Administration

Object Object Title and Explanation of Change

SOBJ 1233 Postage	Base & 1st Incr.	2nd & 3rd Incr.
Regular office postage needs		
a) Treasury	$ 1,500	$ 1,500
b) Tax Collection	3,950	3,950
	$ 5,450	$ 5,450

All contractual services approved

OBJ. 130 Material and Supplies		
	$ 6,348	$ 6,250

SOBJ. 1301 Office Supplies

As printing costs and cost of paper products have continued to rise, we have tried to keep within our budget and still maintain adequate supplies for the department's use. To cut down on our printing costs, we have made extensive usage of Purchasing's Reproduction facilities. We also take every discount we are entitled to when purchasing supplies.

a) Treasury all units inc. Admin.	$3,449	$3,400
b) Tax Collection - all units inc. Admin.	$2,899	$2,850
	$6,348	$6,250

OBJ. 144 Membership Dues

SOBJ. 1440 Membership Dues -		
	75.00	75.00

(1) Annual membership dues for Treasurer in the California State Association of County Treasurers $25.00

(2) Annual membership dues for Treasurer in the California Municipal Treasurers Association $50.00

Total $75.00

OBJ. 350 Reproduction	$6,101	$6,101

SOBJ. 3500 Printing Reproduction

Extensive usage of Purchaser's Reproduction Bureau to do almost all miscellaneous office printing and forms has produced substantial savings in printing costs, especially if these jobs were still printed by outside firms as in previous years. Our request is barely adequate for our office considering the increased charges that the

Object Object Title and Explanation of Change

Reproduction Bureau has had to make the past two years. Our request is limited by budget considerations.

A) Treasury - all units inc. Admin.	$ 3,256	$ 3,256
B) Tax Collection - all units inc. Admin.	$ 2,845	$ 2,845
	$ 6,101	$ 6,101

MAYOR'S RECOMMENDATION

All objects of expenditure, except permanent salaries and mandatory fringe benefits, approved as requested for recommended funding level.

CITY AND COUNTY OF SAN FRANCISCO

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REPORT 746

DEPARTMENT AND DIVISION EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT. 08 TREASURER-TAX COLLECTOR
DIVISION 02 TREASURY

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	259,366	446,311	13,493	203,662	446,311	482,309	479,844	33,533
010	OVERTIME	647	2,500		222	2,278	2,500	2,500	
017	RETROACTIVE PERSONAL SERVI	12,322							
060	MAND FRINGE BENEFITS	70,548	138,874		56,367	82,507	149,838	125,313	13,561-
	TOTAL CATEGORY	342,883*	587,685*	13,493*	260,251*	531,096*	634,647*	607,657*	19,972*
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES	38,375	49,140		11,811	37,329	42,459	42,459	6,681-
109	OTHER CONTRACTUAL SERVICES		4,425	30,000	623	33,802	3,100	3,100	1,325-
	TOTAL CATEGORY	38,375*	53,565*	30,000*	12,434*	71,131*	45,559*	45,559*	8,006-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
111	USE OF EMPL CARS	1,091	1,500		441	1,059	1,500	1,500	
120	OTHER SERVICES	2,014	2,850		1,623	1,227	2,866	2,866	16
130	MATERIALS AND SUPPLIES	677	650		591	59	3,000	3,000	2,350
195	REVOLVING FUND	1,500							
	TOTAL CATEGORY	5,282*	5,000*	*	2,655*	2,345*	7,366*	7,366*	2,366*
CATEGORY	24 EQUIPMENT/CAPITAL OUTLAY								
220	EQUIPMENT PURCHASE	11,730	1,600	173,082	1,831	172,051	1,750	1,750	150
	TOTAL CATEGORY	11,730*	1,600*	173,082*	1,831*	172,051*	1,750*	1,750*	150*
CATEGORY	30 SERVICES OF OTHER DEPTS								
340	CONTROLLER DAT PROC	13,156	16,527			16,527	36,645	35,935	19,408
	TOTAL CATEGORY	13,156*	16,527*	*	*	16,527*	36,645*	35,935*	19,408*

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 746

DEPARTMENT AND DIVISION EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 02 TREASURY

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	30 SERVICES OF OTHER DEPTS								
TOTAL EXP. TYPE		411,426*	664,377*	216,575*	277,171*	793,950*	725,967*	698,267*	33,890*
TOTAL DIVISION		411,426*	664,377*	216,575*	277,171*	793,950*	725,967*	698,267*	33,890*

CITY AND COUNTY OF SAN FRANCISCO

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REPORT 750

POSITION CLASSIFICATION DETAIL

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 02 TREASURY

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	001 PERM SALARIES-MISC								
A190 A	ASSISTANT BOND AND COUPON SU	0372B0446		1	9,943	1	9,943	1	9,943
A191 A	CASH MANAGER.....	136281650		1	41,055	1	36,412	1	36,412
1404 A	CLERK.....	040980491	3	3	31,986	3	37,928	3	37,928
1424 A	CLERK TYPIST.....	042480510	1	1	12,292	1	13,310	1	13,310
1654 A	PRINCIPAL ACCOUNTANT.....	079680961	1	1	23,464	1	25,082	1	25,082
4240 A	INHERITANCE TAX EXAMINER....	0572B0691	3	3	48,733	3	53,556	3	53,556
4242 A	SENIOR INHERITANCE TAX EXAMI	067480814	1	1	19,627	1	21,245	1	21,245
4244 A	PRINCIPAL INHERITANCE TAX EX	079680961	1	1	23,150	1	25,082	1	25,082
4312 A	BOND AND COUPON SUPERVISOR..	060580731	1	1	17,591	1	19,078	1	19,078
4320 A	CASHIER I.....	042480510	8	8	92,904	8	96,172	8	96,172
4321 A	CASHIER II.....	0465B0560	3	3	40,354	3	43,848	3	43,848
4322 A	CASHIER III.....	056580681	3	3	49,172	3	52,080	3	52,080
4370 A	ASSISTANT CASHIER, TAX COLLE	051080614	1	1	14,798	1	16,025	1	16,025
4372 A	CASHIER, TAX COLLECTOR.....	0664B0803	1	1	19,365	1	20,958	1	20,958
4378 A	CASH MANAGEMENT AND INVESTME	1329B1611	1	1	37,479	1	42,047	1	42,047
9999 A	SALARY SAVINGS	000080000			22,109-		30,457-		32,922-
TOTAL OBJECT			28*	30*	459,804*	30*	482,309*	30*	479,844*
TOTAL DIVISION			28*	30*	459,804*	30*	482,309*	30*	479,844*

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 754

MANDATORY FRINGE BENEFITS DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 02 TREASURY

SUB-OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
0600	RETIRE CITY MISC	48,715	96,667		40,004	56,663	103,250	78,886	17,781-
0601	RETIRE NON-CITY	1,499	2,381		1,113	1,268	2,579	2,579	198
0606	SOC SEC	13,365	24,565		10,625	13,940	29,186	29,034	4,469
0610	HEALTH SERVICE-CITY MATCH	5,971	12,987		4,625	8,362	12,830	12,830	157-
0620	UNEMPLOY INSURANCE	969	2,217			2,217	1,939	1,930	287-
0621	UNEMPLOY INSURANCE-ADMIN C	29	57			57	54	54	3-
	TOTAL DIVISION	70,548*	138,074*	*	56,367*	82,507*	149,838*	125,313*	13,561-

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 758

EQUIPMENT DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 02 TREASURY

EQUIP NO.	DESCRIPTION	UNIT PRICE	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST COUNT	AMOUNT	MAYOR'S RECOMMENDED COUNT	AMOUNT
SUBOBJECT	2231 D.P. WORD PROC EQUIPMENT					
08201Z	VIDEO DISPLAY TERMINAL	1,750	1	1,750	1	1,750
TOTAL SUBOBJECT			1*	1,750*	1*	1,750*
TOTAL DIVISION			1*	1,750*	1*	1,750*

03363

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object Object Title and Explanation of Change

001 Permanent Salaries - Misc.

No new position requested. Detail of existing positions in Report 300.

	Filled Pos.	Base and 1st Incr.	Filled Pos.	2nd and 3rd Incr.
Treasury Program	21	319,368	24	359,253
Investment Program	2	73,892	3	86,185
	23	393,260	27	445,438
Adjusted for standardization		427,469		482,309

010 Overtime

	Base & 1st Incr.	2nd & 3rd Incr.
Treasury Program	$2,500	$2,500

Daily cash receipts and cash disbursements must be reconciled with accounts and the total cash balances each day. Any rejected items from our clearing house bank must be refused within 24 hours of receipt. At the present stage of transition from punch card warrants to magnetic codified paper warrants (FAMIS), we are confronted with two major problem areas which will require overtime work for daily reconciliation.

(1) Hard punch card warrants. Until the conversion to magnetic codified paper warrants is completed, hard punch card warrants are still being issued. Occasionally, the mispunching of these Controller warrants presents an enormous account reconciliation problem for the Treasurer's Office requiring much overtime work. This type of mechanical malfunction must be anticipated.

(2) FAMIS magnetic codified warrants. Unless a daily listing of these warrants based on the clearing house bank tapes can be produced by EDP on the same day, reconciliation will have to be done manually comparing the warrants with the bank listings. These manual procedures will necessitate overtime work.

The period of conversion to magnetic codified warrants will inevitably produce reconciliation problems justifying increased funding for overtime.

Object Object Title and Explanation of Change

060 Mandatory Fringe Benefits - City Matching

0600 Retirement (City & County)

Treasury Program

Permanent Salaries

Exist Emp @23.10%

Filled Pos.	Base & 1st Inc. Salaries	Ret. Allow.	Filled Pos.	2nd & 3rd Salaries	Ret. All.
16	259,531	59,952	17	276,183	63,799
Prop. L Emp @15.69%					
4	43,185	6,776	6	66,418	10,421
Overtime					
Exist Empl @23.10%					
	1,250	289		1,250	289
Prop L Empl @15.69					
	1,250	196		1,250	196
		485			485
Sub-total Treasury		67,213			74,705
Investment Program					
Permanent Salaries					
Existing Empl @23.10%					
2	73,892	17,069	3	86,185	19,909
Total		84,282			94,614
Standardized		91,120			103,250

SOBJ. 0601 Retirement - State Plan

Treasury Program

Permanent Salaries @14.299%

1	16,652	2,381		16,652	2,381
Standardized		2,579			2,579

SOBJ. 0606 Social Security - Employer's Tax

Detailed schedule by classification on file. Schedule based on the following rates:

July-December 1980 6.13% of first $25,900 paid in 1980
Jan-June 1981 6.65% of first $29,700 paid in 1981

Adjusted for standardization

Treasury Program			
21	20,416	24	22,960
Investment Program			
2	5,368	3	4,154
Total 23	25,681	27	29,034

LINE-ITEM EXPLANATIONS

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Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object | Object Title and Explanation of Change

SOBJ. 0610 Health Service

Mandatory amount required:
Bi-weekly $20.56, Monthly $44.55, Annual $534.60

Filled Pos.	Base & 1st Incr.	Filled Pos.	2nd & 3rd Incr.	
Treasurer Program				
21		24		
Less exempt.				
- 2		-3		
19	10,157	21	11,226	
Investment Program				
2	1,069	3	1,604	
21	11,226	24	12,830	Total

SOBJ. 0620 - Unemployment Insurance

Rate @ 0.4% of eligible salaries.

Treasury Program			
Permanent Salaries			
21	319,368	24	359,253
Overtime			
	2,500		2,500
Total Salaries & Overtime			
	$321,868		$361,753
Rate @ 0.4%			
	1,287		1,447
Investment Program			
Permanent Salaries			
2	$ 73,892	3	$ 86,185
Rate @ 0.4%			
	$296		$345
Total Unemployment Ins. Adjusted for standardization			
23	$ 1,720	27	$ 1,939

SOBJ. 0621 - Unemployment Insurance - Administration

Rate @ $2.00 per permanent eligible position.

Treasury Program			
21	$ 42	24	$ 48
Investment Program			
2	4	3	6
Total			
23	$ 46	27	$ 54

Object | Object Title and Explanation of Change

100. Professional Services

SOBJ. 1001 - Professional Services

	Dept Req.	Base & 1st Inc.	2nd & 3rd Inc.
	49,540	46,264	42,459
(1) Treasury Program			
Fiscal Agent			
	$16,000	$14,000	$13,000

Citibank in New York City is our fiscal agent for payment of San Francisco bonds and coupons redeemed in the East Coast. There is currently authorized and unissued $22 million in General Obligation and P.S.E. bonds. The Controller informs us that portions of these authorizations will soon be sold. It is also reasonable to expect that the loss of faith in New York bonds should attract those bearing the AAA rating of San Francisco to the New York Market. During the past fiscal year, we sold $14 million in General Obligation bonds. These were purchased by Bache, Halsey & Stewart Shields, Inc. of New York. We can expect the impact of fiscal agency redemptions from New York to increase in October of 1980 and April of 1981 and increasing in the amount of coupons and bond maturities each year thereafter. We have noticed a shift in current transmittal from local to fiscal agency. We should have these funds available to meet the obligations we have undertaken.

(2) Investment Program			
Moneymax System			
	$33,540	$32,264	$29,459

Detail of 1980-81 Requirements for Moneymax System

Moneymax Maintenance and Support Plan			
Wismer Associates - Annual Cost			
	$ 3,000	$ 3,000	$ 3,000
Time-Sharing Computer Service			
Infonet - Wismer Associates			
Estimated usage of $2,150 per month			
	$ 25,800	$ 24,524	$ 21,719
Telerate-Money Market Service			
Telerate Systems Incorporated			
12 months @ 395 per month			
	$ 4,740	$ 4,740	$ 4,740
Total	$ 33,540	$ 32,264	$ 29,459

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LINE-ITEM EXPLANATIONS

Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object Object Title and Explanation of Change

Investment Program con't

The Moneymax System is a computerized cash management system. It provides good inventory control of investments, instant reporting capabilities for internal departmental use as well as for Controller's Office and independent auditors. It also provides accurate cash flow forecasting to enable the investment officer to extend the average maturity, thus obtaining a higher interest rate resulting in increased earnings. There is also a swap and trade feature that determines advantageous swaps and trades for our specific portfolio of investments.

Earnings Statistics for 1978-79

1. Interest earnings for General Fund $29,793,637.63 Rate of Return 9.27% on average daily balance of $335,046,045.
2. Total interest collected on Airport bond & sewer service bond funds, general and miscellaneous trust Investments $42,358,793.24
3. Swap and trade program increased principal by $202,548 in 23 transactions.
4. Selling securities before settlement date increased principal by $56,283.

Interest earnings generated by our office is substantial although they are not even shown in our budget revenue sheets as in previous years. A reduction in funds for the Moneymax System would jeopardize our ability to maximize interest earnings, especially detrimental to the City's finance in these post - Proposition 13 times.

109 Other Contractual Service

SOBJ 1218 Office Equipment Maintenance

Base & 1st Incr.	2nd & 3rd Incr.
$ 3,100	$ 3,100

Maintenance and repair of office equipment is vital to the operation of the Treasurer's Office unless a regular replacement program is contemplated. In view of current fiscal restraints, only adequate and regular maintenance of our aging equipment will prevent e crisis from occurring which would diminish efficiency.

Object Object Title and Explanation of Change

Our 1979-80 estimated requirement include covering the following equipment:

Treasury Program

1.	Burglar Alarm System - annual inspection	$ 247
2.	Vault Time Lock - annual inspection	83
3.	1 - IBM Electric Typewriter on service agreement	72
4.	5 Facit calculators and 1 Facit Electric Typewriter on service agreement	398
5.	3 Friden Calculators on service agreement	306
6.	1 Sharp calculator on service agreement	60
7.	1 SCM Model 152 Copie , on service agreement	225
8.	1 I.P.S. Imprinter on service agreement	245
9.	4 Photo - identify cameras	240
10.	4 NCR and 5 Burroughs adding machines	400
11.	5 Manual Typewriters	200
		$2,476

Investment Program

1.	3 Moneymax Equipment items - Decwriter, terminal and acoustic coupler maintenance agreement @ $42 per month.	$ 504
2.	2 Olympia Electric Typewriter on service agreement	120
		$ 624

111 Auto Mileage

SOBJ. 1110 Auto Mileage
Treasury Program

Base & 1st Incr.	2nd & 3rd Incr.
$1,500	$1,500

This appropriation is mainly used for the State mandated program of Safe Deposit examinations. Three employees in the Inheritance Tax Division are currently using their personal cars for this purpose, especially in the outlying districts where waiting for public transportation makes it impractical to keep appointed times for safe deposit examinations. Current average monthly usage for this function alone is $100 or $1,200 on an annual basis.

LINE-ITEM EXPLANATIONS

03366

Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object Object Title and Explanation of Change

111 Auto Mileage con't

In addition, our Cash Investment Officer also has made trips to Sacramento with state warrants for same day deposit and investment of funds and has made regular trips to various banks in San Francisco.

At 18¢ a mile, the above request of $1,500 allows for 8,333 miles.

We have monitored collections and transmittals to the State of California and have determined that in addition to the Inheritance Tax Commission of $94,481 in 1978-79 and estimated $88,200 in 1979-80, interest earnings on the collections have increased to guarantee that this operation is self supporting.

120 Other Current Services

SOBJ 1232 Telephone

	Base & 1st Incr.	2nd & 3rd Incr.
Investment Program	$ 2,100	$ 2,100

Used by our Investment Section for long distance and local calls in conjunction with the computerized Moneymax System to increase interest revenue. (Telephone allowance for Treasury Program in Div. 01 Administration)

SOBJ 1299 Other Current Expenses

Treasury Program	$ 766	$ 766

Local Fares - $492

Local fares are required by the Inheritance Tax Examiners for the inspection of safe deposit boxes in downtown banks and savings and loan associations. Our estimated requirements for 1980-81 will consist of purchasing three fast passes per month plus the parking meter charges for those employees using their automobiles to inspect safe deposit boxes in the outlying areas. Three fast passes at $11.00 each is $33.00 per month plus parking meter charges of close to $8.00 per month.

Three fast passes per mon.- 3 X $11.00	=	$ 33.00
Parking meter charges	=	8.00
Per month		$ 41.00
		x 12
Estimate for 1980-81		$492.00

Object Object Title and Explanation of Change

Investment Program

Subscriptions - $274

Our estimate for 1980-81 cover the following:

Wall Street Journal - Annual	$ 49
Local Daily News - Annual	75
Bancroft Whitney - for continued updating of Deering's California Codes	150
	$ 274

The above subscriptions are especially essential for our Investment, Inheritance Tax and Administration Programs.

OBJ 130 Supplies

	Base & 1st Incr.	2nd and 3rd Incr.
	$ 3,000	$ 3,000

SOBJ 1304 Technical Supplies - Treasury Program

(1) Photographic supplies are for film cassettes used in our Micro-check cameras. This assists in identification of persons cashing City warrants at our Cashier windows to help reduce forgery losses. Our current usage to make the system fully operative is 24 cassettes a year. At $39.50 plus tax per cassette, the total cost is $1,000. Since the special film used is an oil based - silver coated product and both oil and silver costs have gone up dramatically during the past year, the cost per cassette has gone from $20.00 a year ago to the current price of $39.50. Request $1,000.00.

(2) Special supplies for check sorting and micro-encoding machines, including cartridges, diskettes microfilm, endorser heads. Request $2,000.00

220 Equipment Purchase

SOBJ 2231

	Base & 1st Incr.	2nd & 3rd Incr.
Investment Program	$ 1,750	$ 1,750

The $1,750 is for a Video Display Terminal to connect the Investment Section Moneymax Computer System to the Treasurer's office so that the Treasurer will also have instantaneous reference to and monitoring of our investment portfolio.

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LINE-ITEM EXPLANATIONS

Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object Object Title and Explanation of Change

340 Controller Data Processing

SOBJ 3400	Base & 1st Incr.	2nd and 3rd Incr.
Treasury Program	$ 34,257	$36,645

Budget amount of $31,891 consists of:

1) EDP Program for Bond and Coupons Section $ 7,132
2) Rental of equipment for Cashier Section 6,366
3) Programming in connection with new check sorting machine for cashier section 18,393

$31,891

Adjusted for Salary Standardization $36,645

701 General Government Service Charges

Treasury Program

SOBJ 7047 Inheritance Tax Commissions

Base & 1st Incr.	2nd & 3rd Incr.
$ 88,200	$88,200

Under the State Inheritance Tax laws, the county Treasurers perform three main functions

1) Determine interest payable and collect all inheritance tax payments on various estates and forward in a lump sum to State Treasurer three times a month.

2) Examine and inventory all safe deposit boxes held in the County upon death of a renter or person having right of access.

3) Screen all applicants for consents to transfer assets of deceased persons and refer cases where a tax liability exists to the Inheritance Tax Attorneys at the office of the State Controller. Issue consents in other areas if appropriate.

For the above duties a commission is earned based on a percentage of the amount collected. The rates are on a sliding scale - higher the collections, lower the commission rate.

Object Object Title and Explanation of Change

COMMISSION RATE TABLE

Amount of Collections	Amount of Commission	
$ 0 - $ 250,000	2.5%	
250,000 - 1,000,000	$ 6,250 + 1.0%	over $ 250,000
1,000,000 - 2,000,000	13,750 + 0.5%	over 1,000,000
2,000,000 - 8,000,000	18,750 + 0.4%	over 2,000,000
8,000,000 - 100,000,000	42,750 + 0.16%	over 8,000,000
Over $100,000,000	189,950 + 0.1%	over 100,000,000

Based on the above table, our commissions are as follows:

	Commissions	Collections
1978-79	$93,481.36	39.7MM
1979-80		
1st 6 month actual	40,000.00	26.0MM
2nd 6 month est.	48,200.00	13.4 MM
	88,200.00	39.4MM
1980-81 estimate	88,200.00	39.4MM

SOBJ 7099 General Government Charges -	Base & 1st Incr.	2nd & 3rd Incr.
Inheritance Services Section	$ 40.00	$ 40.00

These miscellaneous service are for the following:

1) $1.00 for a copy of safe deposit box inventory. Effective December 1, 1977, Sacramento mandated that two copies would be furnished automatically free of charge. Any extra copies requested would still be charged $1.00. Since the usual number of copies given is two, this source of revenue has dropped drastically since December 1, 1977. (Revenue & Taxation Code Section 14346)
2) $.50 for a copy of a paid receipt. (Revenue & Taxation Code Section 14144)

The estimate for fiscal years 1979-80 and 1980-81 for both of the above fees are $40 each year.

LINE-ITEM EXPLANATIONS

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Department: 08 TREASURER - TAX COLLECTOR
Division: 02 TREASURY

Object	Object Title and Explanation of Change

SOBJ 7099 Other General Government Charges

	Base & 1st Incr.	2nd and 3rd Incr.
Returned check charges	$3,200	$ 3,200

Cashier Section

By authority of Administrative Code Section 10.13-1 (added on 4/20/79), the Treasurer has imposed a $10.00 charge for any check offered in payment of any obligation owing to the City and County returned without payment. The first six months in operation has produced revenues of $1,600 Our estimates for both 1979-80 and 1980-81 is $3,200.

Mayor's Recommendations

Permanent Salaries = $479,844

Reduced due to standardization of salary savings.

Mandatory Fringe Benefits = $125,313

City retirement reduced per provisions of Proposition P

3400 Data processing services = $35,935

Reduced per provisions of Proposition P

All other expenditures approved as requested for recommended funding levels.

Object	Object Title and Explanation of Change

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 746

DEPARTMENT AND DIVISION EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	1,436,489	1,495,412	1,478-	683,699	810,235	1,722,264	1,603,900	108,488
010	OVERTIME	2,328							
016	IN LIEU SICK LEAVE	27,504		2,235	2,235				
020	TEMPORARY SALARIES	60,926	17,217	20,000	12,514	24,703	29,499	29,499	12,282
060	MAND FRINGE BENEFITS	398,601	464,783	325-	203,026	260,394	532,442	406,431	58,352-
	TOTAL CATEGORY	1,925,848*	1,977,412*	20,432*	901,474*	1,095,332*	2,284,205*	2,039,830*	62,418*
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES	234,371	237,750		66,825	170,925	237,750	237,750	
109	OTHER CONTRACTUAL SERVICES	17,636	6,332	175-	1,638	4,519	6,157	6,157	175-
	TOTAL CATEGORY	252,007*	244,082*	175-	68,463*	175,444*	243,907*	243,907*	175-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
111	USE OF EMPL CARS	1,011	1,425		675	750	1,425	1,255	170-
120	OTHER SERVICES	140,502	124,074	125-	103,812	20,137	155,447	146,006	21,932
130	MATERIALS AND SUPPLIES	53,790	41,062		19,637	21,425	76,890	70,495	29,433
	TOTAL CATEGORY	195,303*	166,561*	125-	124,124*	42,312*	233,762*	217,756*	51,195*
CATEGORY	24 EQUIPMENT/CAPITAL OUTLAY								
220	EQUIPMENT PURCHASE						32,816	14,138	14,138
	TOTAL CATEGORY	*	*	*	*	*	32,816*	14,138*	14,138*
CATEGORY	30 SERVICES OF OTHER DEPTS								
302	CITY ATTORNEY	34,798	38,391			38,391	39,414	36,821	1,570-
310	CENTRAL SHOP	126	500		96	404	500	481	19-

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CITY AND COUNTY OF SAN FRANCISCO

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REPORT 746

DEPARTMENT AND DIVISION EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
EXP. TYPE	438 DIRECT EXPENDITURES								
CATEGORY	30 SERVICES OF OTHER DEPTS								
318	BUILDING REPAIR			175		175			
340	CONTROLLER DAT PROC	250,808	299,638			299,638	363,977	331,552	31,914
350	REPRODUCTION	2,187							
	TOTAL CATEGORY	287,919*	338,529*	175*	96*	338,608*	403,891*	368,854*	30,325*
	TOTAL EXP. TYPE	2,661,077*	2,726,584*	20,307*	1,094,157*	1,651,696*	3,198,581*	2,884,485*	157,901*
EXP. TYPE	439 TRANSFERS AND CONTRIBUTIONS								
CATEGORY	45 TRANSFERS AND CONTRIBUTIONS								
490	REVENUE TRANSFER TO ANOTHE		3,065,000			3,065,000			3,065,000-
	TOTAL CATEGORY	*	3,065,000*	*	*	3,065,000*	*	*	3,065,000-
	TOTAL EXP. TYPE	*	3,065,000*	*	*	3,065,000*	*	*	3,065,000-
	TOTAL DIVISION	2,661,077*	5,791,584*	20,307*	1,094,157*	4,716,696*	3,198,581*	2,884,485*	2,907,099-
	TOTAL DEPT	3,215,505*	6,815,004*	272,007*	1,534,793*	5,741,349*	4,315,908*	3,941,641*	2,873,363-

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CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	AMOUNT
OBJECT	001 PERM SALARIES-MISC								
1402 A	JUNIOR CLERK.....	034180409	1	1	9,891	1	10,677	1	10,677
1404 A	CLERK.....	040900491	4	4	41,188	4	46,255	4	46,255
1404 N	CLERK.....	040900491				1	10,721		
1406 A	SENIOR CLERK.....	045800552	1	1	14,564	1	14,407	1	14,407
1406 N	SENIOR CLERK.....	045080552				1	13,135	1	13,135
1408 A	PRINCIPAL CLERK.....	055700671	2	2	31,301	2	33,473	2	33,473
1410 A	CHIEF CLERK.....	065500792	1	1	19,079	1	20,668	1	20,668
1424 A	CLERK TYPIST.....	042400510	7	7	82,705	7	89,950	7	89,950
1424 N	CLERK TYPIST.....	042400510				1	11,106	1	11,106
1426 A	SENIOR CLERK TYPIST.....	046500560	2	2	26,987	2	29,228	2	29,228
1444 A	CLERK STENOGRAPHER.....	044200531	2	2	26,163	2	25,402	2	25,402
1444 R	CLERK STENOGRAPHER	044200531				1	13,858	1	13,858
1446 A	SENIOR CLERK STENOGRAPHER...	040700506	1	1	13,280	1	15,292	1	15,292
1458 A	LEGAL STENOGRAPHER.....	054400655	2	2	28,477	2	34,192	2	34,192
1630 A	ACCOUNT CLERK.....	043000526	13	13	157,874	15	196,371	15	196,371
1630 O	ACCOUNT CLERK.....	043800526	2	2	25,761				
1630 N	ACCOUNT CLERK.....	043800526				1	11,445	1	11,445
1632 A	SENIOR ACCOUNT CLERK.....	050300605	3	3	43,845	3	46,783	3	46,783
1634 A	PRINCIPAL ACCOUNT CLERK.....	057000688	1	1	16,548	1	17,956	1	17,956
1650 A	ACCOUNTANT.....	054600658	1	1	15,632	1	14,249	1	14,249

CITY AND COUNTY OF SAN FRANCISCO

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REPORT 750

POSITION CLASSIFICATION DETAIL

RUN DATE 06/11/80

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	REVISED BUDGET AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	DEPARTMENTAL REQUEST AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	MAYOR'S RECOMMENDED AMOUNT
OBJECT	001 PERM SALARIES-MISC								
1652 A	SENIOR ACCOUNTANT.....	065800796	2	2	37,985	2	41,550	1	24,377
1720 N	DATA ENTRY OPERATOR.....	043080517				1	11,249	1	11,249
1802 A	RESEARCH ASSISTANT.....	057200691		1	13,990	1	14,799	1	14,799
1842 A	MANAGEMENT ASSISTANT.....	068880830		1	16,467	1	17,925	1	17,925
1844 A	SENIOR MANAGEMENT ASSISTANT.	081080979		2	42,408	2	48,822	1	23,271
4220 A	PERSONAL PROPERTY AUDITOR...	065880796	14	14	268,484	14	249,292	14	249,292
4222 A	SENIOR PERSONAL PROPERTY AUD	079600961	6	6	138,582	6	125,421	6	125,421
4224 A	PRINCIPAL PERSONAL PROPERTY	096181163	5	5	140,034	5	150,351	5	150,351
4226 A	CHIEF PERSONAL PROPERTY AUDI	114781388	1	1	33,877	1	36,228	1	36,228
4306 A	COLLECTIONS CLERK.....	043480521	3	3	37,739	3	30,533	3	30,533
4308 A	SENIOR COLLECTIONS CLERK....	047580572	2	2	27,610	2	29,862	2	29,862
4326 A	PARKING METER COLLECTION SUP	051080614	1						
4328 A	CHIEF, PARKING METER COLLECT	062580755	1						
4334 A	INVESTIGATOR, TAX COLLECTOR.	070180846	9	9	173,635	9	196,707	9	196,707
4334 N	INVESTIGATOR, TAX COLLECTOR.	070180846				1	18,285		
4335 A	SENIOR INVESTIGATOR, TAX COL	076980929	5	6	129,294	7	96,941	7	96,941
4336 A	LICENSE BUREAU ASSISTANT SUP	054600658	1	1	15,868	1	17,175	1	17,175
4337 A	PRINCIPAL INVESTIGATOR, TAX	084681022	2	2	47,561	2	26,676	2	26,676
4338 A	LICENSE BUREAU SUPERVISOR...	077380934	1						
4340 A	CHIEF INVESTIGATOR, TAX COLL	090881099	1	1	25,497	1	28,685	1	20,605

03373

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 750

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

CLASS NO.	DESCRIPTION	RATE	F/Y 78-79 ACTUAL NO. POSNS	* FISCAL YEAR 1979-80 * REVISED BUDGET NO. POSNS	REVISED BUDGET AMOUNT	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST NO. POSNS	DEPARTMENTAL REQUEST AMOUNT	MAYOR'S RECOMMENDED NO. POSNS	MAYOR'S RECOMMENDED AMOUNT
OBJECT	001 PERM SALARIES-MISC								
4346 A	DELINQUENT REVENUE ASSISTANT	059100714	1						
4349 A	DIRECTOR OF REAL ESTATE, TAX	092001114	1	1	24,976	1	29,073	1	29,073
8190 A	ATTORNEY, TAX COLLECTOR.....	1169B1414	1	1	30,655	1	36,905	1	36,905
9999 A	SALARY SAVINGS	000000000			264,103-		147,383-		194,017-
	TOTAL OBJECT		100*	101*	1,493,934*	109*	1,722,264*	105*	1,603,900*
OBJECT	020 TEMPORARY SALARIES								
1404 A	CLERK.....	040900491			17,217	11	29,499	11	29,499
9999ZA	POSITIONS NOT DETAILED	0000 0000			20,000				
	TOTAL OOJECT		*	*	37,217*	11*	29,499*	11*	29,499*
	TOTAL DIVISION		100*	101*	1,531,151*	120*	1,751,763*	116*	1,633,399*
	TOTAL DEPT		138*	141*	2,246,985*	160*	2,517,023*	156*	2,381,995*

CITY AND COUNTY OF SAN FRANCISCO

03374

REPORT 754

RUN DATE 06/11/80

MANDATORY FRINGE BENEFITS DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

SUB-OBJECT	TITLE	FY 78-79 ACTUAL	FISCAL YEAR 1979-80 ORIGINAL BUDGET	BUDGET REVISIONS	CURRENT YEAR ACTUAL	ESTIMATE TO COMPLETE	FISCAL YEAR 1980-81 DEPTL REQUEST	MAYOR'S RECOMMENDED	COMPARISON TO FY 79-80 ORIG BUDGET
0600	RETIRE CITY MISC	278,319	331,667	253-	147,773	182,677	377,900	259,620	72,047-
0606	SOC SEC	70,832	89,162	67-	38,291	50,804	106,218	100,698	11,536
0610	HEALTH SERVICE-CITY MATCH	41,234	38,773		16,962	21,737	41,170	39,197	424
0620	UNEMPLOY INSURANCE		5,010	5-		5,005	6,950	6,730	1,720
0621	UNEMPLOY INSURANCE-ADMIN C	216	171			171	196	106	15
	TOTAL DIVISION	398,601*	464,783*	325-	203,026*	260,394*	532,442*	406,431*	50,352-
	TOTAL DEPT	496,036*	681,188*	325-	292,742*	387,083*	765,107*	596,201*	84,907-

03375

CITY AND COUNTY OF SAN FRANCISCO

RUN DATE 06/11/80

REPORT 758

EQUIPMENT DETAIL

FISCAL YEAR 1980-81

DEPT 08 TREASURER-TAX COLLECTOR
DIVISION 03 TAX COLLECTION

EQUIP NO.	DESCRIPTION	UNIT PRICE	********** FISCAL YEAR 1980-81 ********** DEPARTMENTAL REQUEST COUNT	AMOUNT	MAYOR'S RECOMMENDED COUNT	AMOUNT
SUBOBJECT	2230 DATA PROCESS					
08003Z	COMPUTING SYSTEM	18,678	1	18,678		
	TOTAL SUBOBJECT		1*	18,678*	*	*
SUBOBJECT	2260 OFFICE					
08004Z	EMBOSSING MACHINE	12,380	1	12,380	1	12,380
08005Z	SCANNER TYPEWRITER	530	1	530	1	530
08006Z	MANUAL TYPEWRITER	230	2	460	2	460
08007Z	ADDING MACHINE	240	2	480	2	480
08008Z	FILING CABINETS	144	2	288	2	288
	TOTAL SUBOBJECT		8*	14,138*	8*	14,138*
	TOTAL DIVISION		9*	32,816*	8*	14,138*
	TOTAL DEPT		10*	34,566*	9*	15,868*

03376

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

HOTEL TAX DIVISION

Service Results: The Hotel Tax Division of the Tax Collector's Office is a two employee unit engaged in collecting and auditing the City Hotel Transcient Tax. There are only four budget allowances outside of Personnel for this tax. The reason it is set so carefully apart from other budgets is that the Chief Administrative Officer must keep an accurate record of the cost of collecting as the cost must be incorporated into the formula authorizing the CAO to distribute the excess proceeds as provided by City Ordinance.

0010 PERMANENT SALARIES

		Standardized
Base Budget	$11,396	$12,351
First Increment	$11,396	$12,351
Second Increment	$30,841	$33,127
Third Increment	$30,841	$33,127
Mayor's Recommendation		$33,127

0200 TEMPORARY SALARIES

The amount that has been requested will be used to cover audit hours that will be used in the processing of Hotel Transient Tax.

	Audit Hours	Rate	Amount
7-1 - 9-30	300hrs.	7.71	$2,313
10-1 - 12-30	150	7.71	$1,156
1-1 - 3-30	350	7.71	$2,698
4-1 - 6-30	400	7.71	$3,084
	1200		$9,251

Object Object Title and Explanation of Change

		Standardized
Base Budget	$6,087	$6,503
First Increment	$6,087	$6,503
Second Increment	-	-
Third Increment	-	-
Mayor's Recommendation		-0-

MANDATORY FRINGE BENEFITS

0600 RETIREMENT

Base Budget	$1,788	$2,732
First Increment	$1,788	$2,732
Second Increment	$6,280	$7,328
Third Increment	$6,280	$7,328
Mayor's Recommendation		$7,328

0606 SOCIAL SECURITY:

Base Budget	$ 720	$ 789
First Increment	$ 720	$ 789
Second Increment	$1,971	$2,117
Third Increment	$1,971	$2,117
Mayor's Recommendation		$ 2,117

0610 HEALTH SERVICE

Base Budget	$ 481	$ 481
First Increment	$ 481	$ 481
Second Increment	$ 962	$ 962
Third Increment	$ 962	$ 962
Mayor's Recommendation		$ 962

0620 UNEMPLOYMENT INSURANCE

Base Budget	$ 46	$ 49
First Increment	$ 46	$ 49
First Increment	$ 124	$ 132
Second Increment	$ 124	$ 132
Mayor's Recommendation		$ 132

0621 UNEMPLOYMENT INSURANCE ADMINISTRATION

Basic Budget	$ 2	$ 2
First Increment	$ 2	$ 2
Second Increment	$ 4	$ 4
Third Increment	$ 4	$ 4
Mayor's Recommendation		$ 4

03377

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

OTHER SERVICES:

1233 POSTAGE

Base Budget	$ 798
First Increment	$ 798
Second Increment	$ 798
Third Increment	$ 798
Mayors Recommendation	$ 798

1236 PRINTING

Base Budget	$ -
First Increment	$ -
Second Increment	$ 123
Third Increment	$ 123
Mayor's Recommendation	$ 123

MATERIALS & SUPPLIES:

1302 FORMS

Base Budget	$ 618
First Increment	$ 618
Second Increment	$ 741
Third Increment	$ 741
Mayor's Recommendation	$ 741

CONTROLLER DATA PROCESSING:

3400 EDP

Base Budget	$2,956
First Increment	$2,956
Second Increment	$3,104
Third Increment	$3,104
Mayor's Recommendation	$3,104

Object Object Title and Explanation of Change

TAX COLLECTION DIVISION:

0010 PERMANENT SALARIES

		Standardized
Base Budget	$1,378,426	$1,508,319
First Increment	$1,378,426	$1,508,319
Second Increment	$1,537,481	$1,675,279
Third Increment	$1,537,481	$1,675,279
Mayor's Recommendation		$1,570,773

As you know, the preferential parking permit program was inaugurated in the North Beach area and since then has been rapidly expanding to other districts in San Francisco. This Office was designated by the Ordinance to issue the permits with an original staff of two additional clerical positions. It has been found that this program requires a separate clerical, administrative and enforcement staff in order for it to function with minimum efficiency. After devoting much time in attempting to find what is required for a basic program we have come with the necessary personnel, data processing and other auxiliary ingredients necessary. There are several other departments involved in Preferential Parking but neither was specifically charged with the necessary coordination and administration needed to run the operation. Since this Office had the responsibility in issuing the permits we have now also acquired by default the management of the entire program.

The fees for the permits along with the fines for traffic violations are required by law to be at a level to under-

03378

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

write the cost of the program, therefore, this appropriation should not be an additional burden on the treasury.

The amount that has been requested includes six (6) new positions that will be needed to service the expanding Preferential Parking Program.

For other salary explanations, see Increment Narrative.

0010 NEW PERMANENT SALARIES (PREFERENTIAL PARKING):

Class	Titles	Salaries
1404	Clerk	$ 9,892
1406	Senior Clerk	$12,136
1424	Clerk Typists	$10,257
1630	Account Clerk	$10,597
1720	Data Entry Operator	$10,205
4334	Investigator	$16,887
		$69,974

1630 ACCOUNT CLERK

This position would be used to reconcile the payment and file update runs. It would also be used to proofread all file-update input if it is scanner-typed. If not, it would be used to review all the runs resulting from the updates.

Object Object Title and Explanation of Change

1720 DATA ENTRY OPERATOR

To be used for file input. Could also be used to help with the mail or at the counter. It should be noted that the input duty would be the most important and must take precedence over other duties.

1404 CLERK AND 1406 SENIOR CLERK

These positions would be responsible for processing the mail and also help the customers at the counter. If additional help is needed (as it was with the "A" Area this year) that help could be obtained from other divisions on a temporary basis.

1424 CLERK TYPIST

This position would be used to type correspondence and assist with the mail, counter and phones.

4334 INVESTIGATOR

This position would be used to review and analyze exception reports, in the field if necessary, and recommend revocation of permits; monitor and coordinate enforcement activities with other city agencies. Assist with issuance of permits as needed.

03379

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

0200 TEMPORARY SALARIES:

The amount that has been requested will cover salaries of one (1) 1404 - Clerk for the Preferential Parking Permits in our License Division. The differenco, if any, will be used to pay salaries of temporary help that we use during the collection of Secured Property Taxes.

		Standardized
Base Budget	$17,217	$18,660
First Increment	$17,217	$18,660
Second Increment	$27,217	$29,499
Third Increment	$27,217	$29,499

0200 TEMPORARY SALARIES DETAIL:

Period	Days	Qty	Class	Descrip.	b/w. rate	Pay Period	Amount
July 1-June	30	(1)	1404	Clerk	$390	X26.1	$10,179
Nov. 19-Dec.	16	(5)	1404	Clerk	$390	X22	$ 3,900
Mar. 19-Apr.	15	(5)	1404	Clerk	$390	X22	$ 3,900
							$17,979

Base Budget $17,217
First Increment $17,217

Period	Days	Qty	Class	Descrip.	b/w rate	Pay Period	Amount
July 1-June	30	(1)	1404	Clerk	$390	X26.1	$10,179
Nov. 5-Dec.	16	(5)	1404	Clerk	$390	X 2.5	$ 4,875
Nov. 19-Dec.	16	*(5)	1404	Clerk	$409	X 2	$ 4,090
Mar. 19-Apr.	15	(5)	1404	Clerk	$390	X 2	$ 3,900
Mar. 19-Apr.	15	*(5)	1404	Clerk	$409	X 2	$ 4,090
							$27,134

Second Increment $27,217
Third Increment $27,217

*Second shift - night premium included.

Object Object Title and Explanation of Change

		Standardized
0600 RETIREMENT		
Total Retirement (Base Budget)	$305,721	$333,640
First Increment add-on	-	
Total Retirement (First Increment)	$305,721	$333,640
Second Increment add-on	$ 34,563	
Total Retirement (Second Increment)	$340,284	$370,572
Third Increment add-on	-	
Total Retirement (Third Increment)	$340,264	$370,572
Mayor's Recommendation		$266,874
0606 SOCIAL SECURITY:		
Total Social Security (Base Budget)	$ 88,076	$ 93,432
First Increment add-on	-	
Total Social Security (First Increment)	88,076	$ 93,432
Second Increment add-on	$ 10,012	
Total Social Security (Second Increment	98,088	$104,101
Third Increment add-on	-	
Total Social Security (Third Increment)	$98,088	$104,101
Mayor's Recommendation		$ 97,847
0610 HEALTH SERVICE - CITY MATCH:		
Total Health Service (Base Budget)	$36,849	$ 36,851
First Increment add-on	-	
Total Health Service (First Increment)	$36,849	$ 36,851
Second Increment add-on	$ 3,848	
Total Health Service (Second Increment)	$40,697	$ 40,216
Third Increment add-on	-	
Total Health Service (Third Increment)	$40,697	$ 40,216
Mayor's Recommendation		$ 38,235

LINE-ITEM EXPLANATIONS

03380

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object	Object Title and Explanation of Change		Standardized
0620	UNEMPLOYMENT INSURANCE:		
	Total Unemployment Insurance (Base Budget)	$5,522	$6,049
	First Increment add-on	-	
	Total Unemployment Insurance (First Increment)	$5,522	$6,049
	Second Increment add-on	$ 628	
	Total Unemployment Insurance (Second Increment)	$6,150	$6,818
	Third Increment add-on	$ -	
	Total Unemployment Insurance (Third Increment)	$6,150	$6,818
	Mayor's Recommendation		$6,598
0621	UNEMPLOYMENT INSURANCE - ADMIN. COSTS:		
	Total Unemployment Insurance Administrative (Base Budget)	$ 176	
	1st Increment add-on	-	
	Total Unemployment Insurance (1st Increment)	$ 176	
	2nd Increment add-on	16	
	Total Unemployment Insurance (2nd Increment)	$ 192	
	Third Increment add-on	-	
	Total Unemployment Insurance (Third Increment)	$ 192	
	Mayor's Recommendation	$ 182	
1001	SPECIAL SERVICE CONTRACT - $237,750:		
	Brinks: For the services of performing all collection functions from the Street Parking Meter System of the City and County of San Francisco.	$191,750	
	Wells Fargo Bank: For sorting and counting of parking meter coin collections.	$ 46,000	
		$237,750	

Object	Object Title and Explanation of Change
1110	AUTO MILEAGE:

Business Taxes Division - 10 Auditors, use of employees cars for Tax Collector's Audit work.

Per Man-day 10 miles @ 18¢ = $1.80

Field Work Anticipated:

19 Auditors using auto for an average of 103 days per year (19 x 103) equals man-days of 1,957

1957 Man-Days @1.80 = $3,523

Service Results:

Total Auto Mileage (Base Budget)	$600
1st Increment Add-on	-
Total Mileage (1st Increment)	$600
2nd Increment Add-on	$255
Total Mileage (2nd Increment)	$855
3rd Increment Add-on	-
Total Mileage (3rd Increment)	$855
Mayor's Recommendation =	$855

Consequences:

Tax recoveries by Auditors and Investigators at out of town locations are directly dependent on the ability of the employee to travel to the taxpayers location. As this mileage reimbursement allowance is reduced, audits and collection calls must become fewer with a resultant decrease in this type of revenue recovery.

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

1090 CONTRACTUAL SERVICES

1979-80	Appropriation	$6,157
1980-81	Base Budget	$6,157
	First Increment	$6,157
	Second Increment	$6,157
	Third Increment	$6,157
	Mayor's Recommendation	$6,157

The budget request for 1900-81 contractual services, will be the same as of the 1979-00 appropriation. Contracts are anticipated on the premise that there would not be any change in the service contracts purchased by the City and County of San Francisco Purchasing Department. These are direct service contracts that service our adding machines, typewriters, check writters, postage machine, and vault, in the Tax Collector's Office.

During collection season, we need to rent extra adding machines to facilitate the processing of tax payment so that we can deposit the checks the following day. Contract with professional skip tracers of people owing money to the City and County of San Francisco is also necessary to assist our investigation division to pursue these people.

1218 OFFICE EQUIPMENT MAINTENANCE $4,200

Contracts for Office Machine Maintenance amounted to $4,200 for 1979-80. Our 1979-00 projection will total approximately the same amount.

Object Object Title and Explanation of Change

1241 RENTAL OF EQUIPMENT $828.

1 Postage Meter rental (annual) $288

3 Adding Machines rented annually for Business Division at $20 per month for each machine. Five months usage from February through June.
(3 x 20 x 4 mo.) $240

5 Machines each for two Real Estate Tax Collections. Fall and Spring, three months each for $20 per month per adder.
(5 x 20 x 3 mo.) $300

Partial separation of old account OE 1241, 1979-80 Budget $4,000.

1269 OTHER CONTRACTUAL SERVICES - $1,129:

Skip-Tracing:

Aprofessional business service is employed for the important function of tracing persons who have moved away and neglected to pay obligations owing to the City and County of San Francisco.

The Credit Bureau Metro does this work of skip-tracing to locate these persons for $1.75 each. This company has more complete credit experience records

03382

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object	Object Title and Explanation of Change

than the Tax Collector's Office, plus their own Offices in all major cities of the United States. $ 779

Moving Costs:
The Tax Collector's Office has substantial and necessary furniture and equipment moving to be done during the year. $ 350

$1,129

1200 OTHER CURRENT SERVICES:

1979-80	Appropriation	$122,976
1980-81	Base Budget	$144,018
	First Increment	$144,018
	Second Increment	$154,526
	Third Increment	$154,526
	Mayor's Recommendation	$145,085

OBJECT 1200 OTHER CURRENT SERVICES:
This appropriation has been increased at the expense of permanent salaries, temporary salaries, and mandatory fringe benefits to allow for current and projected future inflation in order to maintain our current rate of expenditures. In addition, this appropriation was increased by $17,000 for postage in the preferential parking program for renewal notices on existing districts, return mail, and initial mailings in new districts projected in fiscal 1980-81 and telephone installation and ongoing cost of

Object	Object Title and Explanation of Change

$1,074 for the preferential parking program.

Base and First Increment:
These increments will allow postage at a level that is only basic mailings. The current property tax delinquent notice after the first installment will be eliminated. Subscriptions such as realty indexes street address, directories, and skiptracing will be reduced. Since the use of these references improve collection efficiency, our ability to maximize revenues will be indirectly effected. Telephone allowances will be cut ten percent. Skip-tracing of delinquent tax payers will be reduced. All of these cuts have an impact on our ability to maximize revenues.

Second and third Increment:
These increment levels will allow us to maintain our services at 1979-80 levels.

1201 Local Field Expenses:
Cash issued to employees for carfare while in the performance of their work. These trips are for Auditors working on one account for a day or more and are not frequent enough to warrant investing in Fast Passes.

03383

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

Base	Budget	$1,000
First	Increment	$1,000
Second	Increment	$1,341
Third	Increment	$1,341

1232 TELEPHONE & TELEGRAPH:

In an office of 117 people collecting over $300 million annually in revenues, a complement of 57 telephones is a positive necessity. Includes 3 additional phones for the preferential parking program $1,074.

Projection of Telephone Use Expense for 1980-81 per Month Cost for 33 lines, 59 instruments:

Message Units	$ 449	
Long distance	$ 180	
Signal and other	$ 12	
Line service charge	$ 569	
Regular Sec. Monthly Billing	$ 1,210 x 12	=$14,520
Installation charge		$ 200
		$14,772

Base	Budget	$13,295
First	Increment	$13,295
Second	Increment	$14,772
Third	Increment	$14,772

1233 POSTAGES - GENERAL OFFICE:

	Number of Pieces	Postage at 15¢ each
Regular correspondence for entire office	30,000	$ 4,500
Real Estate Tax Mailings	193,000	$ 28,950
Personal Property Tax mailings	30,000	$ 4,500
License Division mailing	248,000	$37,300
Business Taxes Statement Mailings	64,000	$ 9,600
Adjustment notices	10,000	$ 1,500
Auditors activities	35,000	$ 5,250
Investigation section	40,000	$ 6,000
	650,700	$97,600

Base	Budget	$88,622
First	Increment	$88,622
Second	Increment	$96,814
Third	Increment	$96,814

1235 SUBSCRIPTIONS:

Edwards Abstract, a daily newsletter that is a breviate of legal documents appearing in the Recorder daily legal newspaper. This Office utilizes the Abstracts' information to pick up sales of business and liquor licenses in escrow in order to check against the delinquent taxes due to the City and County of San Francisco. Substantial taxes and penalties are collected through this daily research.

Required 1980-81 is 1 @ $295 = $295

The Realty Index, is the only translator between real estate situs street addresses and the lot and block number system under which all real estate is officially arranged. All real estate printed rolls and computer systems are set up in lot and block number.

Required 1980-81 9 @ $100 = $900.

03384

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

Street Address Directories, are published by the Pacific Telephone Company and, are leased to users on a monthly basis. New updated books are issued every six months. This book is a highly valuable tracing source in investigative and collection work. It is a tool that each of the above-mentioned sections need close at hand at all times to assist in collection work.

Required 1980-81 are 7 @ $135 = $ 945
$2,140

Base	Budget	$1,926
First	Increment	$1,926
Second	Increment	$2,140
Third	Increment	$2,140

1236 OFFICIAL PRINTING & ADVERTISING - $24,550

The major portion of this budget is used for publishing the annual Delinquent Tax list. The 1979-80 delinquent tax publication cost $18,875

Other official printing includes legal notices of "Tax Due", "Tax Reminder Notices", "Delinquent Tax List", "Agreements of Sale", "Notice of Auctions", "Notice of Intent to sell to the State", "Notice of Intent to Deed to the State". Also, Official Tax rate announcement card and important tax informa-

Object Object Title and Explanation of Change

ation brochure. Delinquent Notice to Taxpayer for January, Delinquent Notice to Taxpayer for May, Duplicate and Over tax payment form, Business Taxes. Ordinance printing Summary and Rulings Leaflet, Payroll, Parking and Utility Tax Printing ordinances and Summary leaflets. Account also includes binding of Tax Sales Books and binding of Bureau of Delinquent Revenue Records.

Estimated cost of all above printing: $ 8,775
$25,000

1299 OTHER CURRENT EXPENSES:

Legal Services: These services consist of fees for employing commercial process servers, out-of-county sheriff's fees for serving processes, out of state process of service fees paid to the State of California and Municipal and Superior Court fees for filing suits to recover delinquencies. 1979-80 estimated expenditures. $12,750

Recoveries made by the Legal Section:

1977-78	...	$505,921
1978-79	...	$453,639

03385

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

Tax Bills: Real Estate, Personal Property and Business Taxes Bills must be folded and inserted for mailing. $ 3,500

$16,250

1300 MATERIAL AND SUPPLIES:

1979-80	APPROPRIATION	$40,440
1980-81	Base Budget	$69,149
	First Increment	$69,149
	Second Increment	$76,149
	Third Increment	$76,149
	Mayor's Recommendation	$69,754

This appropriation has been mainly increased for the tremendous additional cost of printed forms. Included in this increase is $26,705 for purchase of preferential parking stickers for current districts and projected new districts in fiscal 1980-81.

1302 FORMS:

The Stationery appropriation is used to purchase the printed real estate and personal property tax bill forms, all envelopes, letterheads, official city license forms, as well as the necessary internal office forms, ledgers and supplies to support the tax collecting operation.

Base Budget	$59,196
First Increment	$59,196
Second Increment	$65,124
Third Increment	$65,124

Object Object Title and Explanation of Change

1374 BADGES:

This account has a continuity of annual renewal for about the same quantities each year.

Drivers Badges cost 96 cents to have manufactured. All drivers of public passenger vehicles must be licensed and issued a driver's badge. The badges cost the drivers a fee of $1.00 and are good indefinitely. $1,929.

Junk gatherers badges cost $1.99 each to have manufactured. Every junk gatherer must obtain an annual license and badge. The fee is $9.00 per year. $ 155

$2,084

Base Budget	$1,876
First Increment	$1,876
Second Increment	$2,084
Third Increment	$2,084

1391 FUELS AND LUBRICANTS:

Gas and Oil for one Sedan, Investigation Division.

Base Budget	$ 300
First Increment	$ 300
Second Increment	$ 300
Third Increment	$ 300

1399 OTHER:

Tires: One vehicle 2 tires at $28 = $ 56

03386

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object	Object Title and Explanation of Change	
	Replacement Parts: For Postage Meter and other office equipment	$ 130
	Books: Seven City Directories for use in every division of office. Obtained from R.L. Polk Company. Copies of State and City Codes and Regulations updated as required.	$1,325
	Film: For photographing all taxpayers checks moving through this office - over 350,000 individual checks per year. The developed rolls of film recording the check copy of payments are stored as a permanent record.	$ 400
	Dog Tags: Tags cost 18 cents each to have manufactured. A tag is issued for each dog upon payment of a fee.	$6,930
	Jitney Plates: These cost $1.91 each to have made. Each Jitney owner must buy a plate for his vehicle annually based on a license fee plus seating capacity.	$ 290
		$9,131

Base	Budget	$7,777
First	Increment	$7,777
Second	Increment	$8,641
Third	Increment	$8,641

Object	Object Title and Explanation of Change	
2200	EQUIPMENT PURCHASES:	
	Office Equipment - Subobject 2260:	
	The introduction of preferential Parking permits in the City and County of San Francisco seems to be effective. Since its introduction, more areas have been adopted while no funds have been set aside for this purpose, the volume of preferential parking permits processing and issuance quadruple for the past two years since it was introduced. Equipment has to be purchased to facilitate the issuance and renewals of these permits.	
	1 Embossing machine for license plate numbering	$10,000
	Plus: Sales tax	$ 650
	Installation costs	$ 1,730
		$12,380
	Mayor's Recommendation	$12,350
	1 IBM S120 computing system for new systems Implementation and control	$15,200
	Plus: Sales tax	$ 988
	Installation costs.....	$ 2,490
		$18,678
	Mayor's Recommendation	-0-
	2 Manual typewriter @ $215 each	$ 430
	1 Scanner typewriter @ $500	$ 500
	2 Adding machines @ $225 each	$ 450
	plus: taxes	$ 90
		$ 1,470
	Mayor's Recommendation	$1,470
	OFFICE FURNITURE AND FIXTURES:	
	SUB-OBJECT 2261	
	2 Filing cabinets @ $130 each plus: Sales tax	$ 288
	Mayor's Recommendation	$ 288

03387

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Object Object Title and Explanation of Change

3032 CITY ATTORNEY, I.D.W.O.:

The Deputy City Attorney is to work with the Tax Collector in connection with the Business Taxes. Our resident Office Attorney is working full time on services for the Tax Collector's Office in the Real Estate Division and the Bureau of Delinquent Revenue. The cost per hour in 1980-81 is $36.50. At the base and first increment the total hours equal 975. The City Attorney estimates that the Tax Collector will require 1,075 hours in 1980-81. As indicated in the second and third increments.

Base Budget	$35,588
First Increment	$35,588
Second Increment	$39,237
Third Increment	$39,237
Mayor's Recommendation	$36,821

3100 AUTO MAINTENANCE:

Minimum automotive maintenance and repair to keep operating one sedan assigned to the Investigation Division.

Base Budget	$ 500
First Increment	$ 500
Second Increment	$ 500
Third Increment	$ 500
Mayor's Recommendation	$ 481

3400 EDP SERVICE - General Office:

Electronic Data Processing Division informed this Office that their rate schedule for the 1980-81 fiscal year will be as follows: The base and first increment budgets represent a ten per cent cut in our current EDP Systems.

Object Object Title and Explanation of Change

Real Estate Division	$113,224
Personal Property Tax	$ 29,980
License Division	$102,210
Business/Payroll Tax	$ 64,580
Parking Tax	$ 3.709
Tax Redemption Division	$ 15,482
EDP - I.D.W.O. for paper forms	$ 14,000
	$343,185

Base Budget	$317,285
First Increment	$317,285
Second Increment	$343,185
Third Increment	$343,185
Mayor's Recommendation	$328,448

Included in the License Division Total is $30,546 for System Design, specification, programing and implementation and $33,582 for terminal processing for the preferential parking system. The base and first increment budgets represent a ten percent cut in our current EDP services. The system design and programing elements will be severely reduced thereby hampering new applications and anticipated improvements.

PREFERENTIAL PARKING:

	1980-81	
System Design & Specifications	350 Hrs.	$7,756
Design Master File	40	$ 887
Create Master File Data	320	$3,088
Create Master File	60	$1,330
Scanner for Master File Update	40	$ 887
Audit to Master File Update	60	$1,330
Master File Update	80	$1,773
Scanner for Payments	40	$ 887
Audit for Payments	60	$1,330
Payments Update	80	$1,773
Account Number List	40	$ 887
Permit Number List	40	$ 887

03388

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR
Division: 03 TAX COLLECTION DIVISION

Object	Object Title and Explanation of Change		
	Applicants Name List	40	$ 887
	License Number List	40	$ 887
	Situs List	40	$ 887
	Exception List:		
	A. Name	40	$ 887
	B. Situs	40	$ 887
	Main CPU	12	$2,256
	Scanner	2	$ 162
	Data Entry	96	$ 926
			$30,564

PREFERENTIAL PARKING, Terminal Processing

		1980-81	
	System Study & Specifications	250 Hrs.	$5,540
	TPD for Inquiry	80	$1,773
	TPD for Update	80	$1,773
	Logrec Programs:		
	A. Logrec File Design	40	$ 887
	B. Extract Logrec	40	$ 887
	C. List Logrec Updates	60	$1,330
	D. Update with Logrec Data	80	$1,773
	Backup Programs:		
	A. Unload	40	$ 887
	B. Reload	40	$ 887
	C. Cumulative List after Reload	40	$ 887
	Main CPU	9	$1,692
	Data Entry	72	$ 695
	Terminals (2)	486/Mo.	$11,664
	Installation (2)	150/Ea.	$ 300
	Disk Space:		
	A. Account Number - 20 cyl.	3.62/CYL/Mo	$ 869
	B. Permit Number - 20 cyl.		$ 869
	C. Sit s - 20 cyl.		$ 869
			$33,582

REVENUE EXPLANATIONS:

5211 VEHICLE LICENSE PUBLIC PASSENGER: $40,000 to $40,000. No change is estimated for 1980-81 over 1979-80 since the rates have not been increased.

Object Object Title and Explanation of Change

5216 NEIGHBORHOOD PARKING PERMITS: $50,000 to $323,000.

The increase in the estimated revenue for 1980-81 is due to the projected designation of new preferential parking areas and renewal of permits from previously designated areas.

- Previously designated Areas:

Permits sold: 17,413 @ 5 renewal fee = $87,065

Temporary permits sold 1,430 @ 2 fee = $ 2,860

- NEW AREAS 1980-81:

		Approximate No. Vehicles**
AREA C	NOB HILL*	7,000
AREA D	GLEN PARK EXTENSION	200
AREA G	PACIFIC HEIGHTS*	11,600
AREA K	EDGEWOOD	300
AREA L	COW HOLLOW	4,000
AREA M	PEARL/SHARON	100
AREA N	BALBOA PARK	200
		23,400

@ 10 fee = $234,000

Total: $290,000

Mayor's Recommendation 290,000

* Currently only a buffer zone has been implemented. It is anticipated the entire Area will be designated in 1980-81.

** Obtained estimate of the number of vehicles from the Department of Public Works - Traffic Engineering.

03389

LINE-ITEM EXPLANATIONS

Department: 08 Treasurer-Tax Collector
Division: 03 TAX COLLECTOR

Object	Object Title and Explanation of Change	

MAYOR'S RECOMMENDATIONS

001 Permanent Salaries $1,570,773

This amount includes funding for five new positions in the Preferential Parking Program. The program is being expanded to include 140 percent of the residents now subject to the licensing procedure. Elsewhere in this division there will be three lay-offs which have also been considered in the new total.

The new positions approved are:

1 1424 Clerk Typist
1 1406 Senior Clerk
1 1444 Clerk Steno
1 1630 Account Clerk
1 1720 Data Entry Operator

060 City Retirement $266,874

Amount approved is consistent with recommended salary amounts and provisions of Proposition P.

0606- 0621 Mandatory Fringe Benefits $142,862

This amount is appropriate to the labor costs which have been recommended.

130 Materials and Supplies $ 69,754
120 Other Current Services 145,085

Reduced funding recommended because four programs (Property Tax, Business Tax, Licensing, and Delinquent Revenue) were approved at the base budget. This amount represents the recommended request for each program at the funding level recommended.

Object	Object Title and Explanation of Change	

MAYOR'S RECOMMENDATIONS

220 Equipment $ 14,138

Equipment requested for Preferential Parking Program is not approved. An alternative method has been recommended and funds are available in the data processing account.

3020 City Attorney Services $ 36,821
Auto Maintenance Services 481
Data Processing Services 328,448

Amount recommended is consistent with funding level for each program and with the provisions of Proposition P.

A small reduction of approximately $14,000 is recommended for the Preferential Parking Program as a less expensive, but better, alternate method of automation is recommended. Funds remaining will be sufficient for equipment and programming costs.

All other expenditures approved as requested.

HOTEL TAX DIVISION

All expenditures approved as requested.

03390

LINE-ITEM EXPLANATIONS

Department: 08 TREASURER/TAX COLLECTOR

Division: 03 TAX COLLECTION DIVISION

Object	Object Title and Explanation of Change
5244	DRIVER AGENT BADGES AND TAGS: $25,000 to $25,000. No change is estimated for 1980-81 over 1979-80.
7099	OTHER GENERAL GOVERNMENT CHARGES: $32,040 to 32,040. The $.05 per thousand shares paid by BART for the administrative cost of collecting BART taxes on Real Property Tax Bills. No change is anticipated in 1980-81.
7046	PARKING METER COLLECTIONS: $3,025,000. The average daily collections in 1979-80 todate is $11,967. Based upon 253 collection days in 1980-81 the total collections should be $3,027,651. This estimate does not take into the possibility a rate increase.
5171	HOTEL ROOM TAX: $22,300,000. This estimate is based on comparable actual collections in 1978-79 and 1979-80. No rate increase was anticipated.

Object — Object Title and Explanation of Change

Quarter	Collections
1st Quarter - July - September 1979	$ 5,696,743
2nd Quarter - October - December 1979	$ 6,695,924
3rd Quarter - January - March 1979	$ 4,337,942
4th Quarter - April - June 1979	$ 4,916,451
	$21,647,060
Inflation factor:	$ 650,000
	$22,297,060

03391

BPREP REPORT 740

RUN DATE: 06/12/80
TIME: 15:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

FOR FISCAL YEAR 1980-81

DEPT: 98 SPECIAL FUND UNALLOCATED

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	1979-80 REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
	GENERAL FUND REVENUES CREDITED TO DEPT:								
	* GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	0
	SPECIAL FUND REVENUES BY FUND GROUP/FUND:								
	FG 02 SPECIAL REVENUE FUND GROUP								
	FUND 001 HOTEL TAX								
5171	HOTEL ROOM TAX	0	0	0	0	0	22,300,000	24,500,000	24,500,000
	*TOTAL SPEC FUND 001 CREDITED TO DEPT	0	0	0	0	0	22,300,000	24,500,000	24,500,000
	FUND 025 TRAFFIC FINES FUND								
5301	TRAFFIC FINES- PARKING	0	0	0	0	0	20,000,000	27,350,000	27,350,000
5302	TRAFFIC FINES MOVING	0	0	0	0	0	2,150,000	2,150,000	2,150,000
7046	PARK METER COLL	0	0	0	0	0	0	5,300,000	5,300,000
	*TOTAL SPEC FUND 025 CREDITED TO DEPT	0	0	0	0	0	22,150,000	34,800,000	34,800,000
	FUND 051 FEDERAL REVENUE SHARING								
6213	REVENUE SHARING PROGRAM	0	0	0	0	0	19,650,000	19,650,000	19,650,000
	*TOTAL SPEC FUND 081 CREDITED TO DEPT	0	0	0	0	0	19,650,000	19,650,000	19,650,000
	**TOTAL SPEC FUND GROUP 02 CREDITED TO DEPT	0	0	0	0	0	64,100,000	78,950,000	70,950,000
	* TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT	0	0	0	0	0	64,100,000	70,950,000	78,950,000

03392

BPREP REPORT 740

RUN DATE: 06/12/80
TIME: 15:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

FOR FISCAL YEAR 1980-81

DEPT: 99 GENERAL FUND UNALLOCATED

03392

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
GENERAL FUND REVENUES CREDITED TO DEPT:									
5010	PROP TAX CURR SE	84,967,441	0	0	132,306,085	132,306,085-	0	0	0
5020	PROP TAX CURR UN	10,039,775	0	0	16,212,820	16,212,820-	0	0	0
5030	PY-SECURED	895-	0	0	36,359-	36,359	0	0	0
5040	PY-UNSECURED	18	0	0	0	0	0	0	0
5050	PEN COST SECURED	585,529	740,000	0	124-	740,124	600,000	600,000	140,000-
5055	PENALTIES & COSTS-UNSEC	2,551-	0	0	0	0	0	0	0
5060	REDEMPTION OF PROPERTY	2,979	0	0	0	0	0	0	0
5099	UNALLOCATED GEN FUND PROPERTY TAXES	3,423	148,190,348	0	0	148,190,348	159,000,000	155,000,000	6,809,652
5101	PGE ELECTRIC	691,973	550,000	0	0	550,000	581,000	581,000	31,000
5102	PGE GAS	871,325	680,000	0	0	680,000	719,000	719,000	39,000
5103	TV SIGNAL CORP	405,614	280,000	0	97,124	182,876	280,000	280,000	0
5104	PAC AUX FIRE ALM	770	0	0	0	0	0	0	0
5105	STEAM FRANCHISE TAX	16,794	5,000	0	0	5,000	5,000	5,000	0
5121	BUS LICENSE TAX	4,504,104	3,600,000	0	156,987-	3,756,987	3,900,000	3,900,000	300,000
5131	REAL PROP TR TAX	7,789,690	7,800,000	0	4,236,000	3,564,000	8,000,000	8,000,000	200,000
5151	PARKING TAX	1,633,175	4,333,000	0	1,118,835	3,214,165	4,500,000	4,500,000	167,000
5152	PARKING TAX (NON-PROFITS SURCHARGE)	0	0	0	0	0	0	1,200,000	1,200,000
5161	UTY USER TAX PGE	9,178,414	19,500,000	0	3,654,063	15,845,937	18,000,000	18,000,000	1,500,000-
5162	UTY USER TAX PTT	6,192,652	0	0	2,931,406	2,931,406-	0	0	0
5163	UTY USER PCRT	55,569	0	0	25,560	25,560-	0	0	0
5171	HOTEL ROOM TAX	0	0	0	0	0	0	5,000,000	5,000,000
5181	PUR AND USE TAX	43,736,005	45,000,000	0	15,603,643	29,396,357	50,000,000	50,000,000	5,000,000
5191	EMPY PAYROLL TAX	39,428,026	41,000,000	0	1,197,193-	42,197,193	42,500,000	42,500,000	1,500,000
5222	EATING PLACES	178-	0	0	0	0	0	0	0
5231	SCDY BUS LIC	1,470,885	975,000	0	1,098,043	123,043-	1,000,000	1,000,000	25,000
5251	MARRIAGE LICENSE	0	0	0	0	0	52,500	52,500	52,500
5401	INTEREST EARNED	17,351,938	11,600,000	200,000	8,683,015	3,116,985	1,000,000	1,000,000	10,600,000-
5411	RENT FM SP ON CY	0	160,000	0	0	160,000	160,000	160,000	0
5412	RT FM SF CC GARG	0	0	0	0	0	503,000	503,000	503,000
5413	RT PROP LCR	0	0	0	0	0	39,600	39,600	39,600
5414	RENTAL FROM NON-PROFIT GARAGES	0	0	0	0	0	0	1,063,000	1,063,000
5621	ST HWY LN RENT	52,643	0	0	0	0	0	0	0
5632	REDEVELOP AGENCY	236,776	0	0	0	0	0	0	0
6001	HOMEOWN PROP TAX	4,373,953	6,009,425	0	3,002,224	3,007,201	6,009,425	6,009,425	0
6002	BUS INV PROP TAX	2,157,612	3,335,005	0	2,448,644	886,361	3,335,005	6,541,000	3,205,995
6003	HOME FIN TX REP	11,093	34,459	0	15,498	18,961	34,459	34,459	0
6005	PROP TAX LOSSES	18-	0	0	0	0	0	0	0
6006	PROP TAX LOSSES	4,559	0	0	8,237	8,237-	0	0	0
6029	ST MVD COST VAR.	880	0	0	0	0	0	0	0
6051	MT VEH LIEU CTY	8,070,944	8,500,000	0	5,441,475	3,058,525	10,400,000	10,400,000	1,900,000
6052	MT VEH LIEU CITY	10,332,814	9,500,000	0	6,961,593	2,538,407	11,600,000	11,600,000	2,100,000
6053	HWY CA LIC TAX	89,273	72,000	0	59,062	12,938	72,000	72,000	0
6061	CIGARETTE TAX	2,941,188	3,100,000	0	1,436,471	1,663,529	3,000,000	3,000,000	100,000-
6101	ALCOH BEV SUB	1,183,725	1,100,000	0	810,158	289,842	1,100,000	1,100,000	0
6151	TR CO LIC FEE	32,982	21,000	0	14,709	6,291	21,000	21,000	0
6214	STATE SURPLUS REVENUE DISTRIBUTION	58,902,746	0	529,610	525,759	3,851	0	0	0

03393

BPREP REPORT 740

RUN DATE: 06/12/80
TIME: 15:06

CITY AND COUNTY OF SAN FRANCISCO
-DEPARTMENT REVENUE SUMMARY BY FUND-

FOR FISCAL YEAR 1980-81

DEPT: 99 GENERAL FUND UNALLOCATED

SUB-OBJECT	DESCRIPTION	1978-79 ACTUAL	1979-80 ORIGINAL BUDGET	1979-80 REVISIONS	1979-80 1ST 6 MOS ACTUAL	1979-80 ESTIMATE TO COMPLETE	1980-81 DEPARTMENT REQUEST	1980-81 MAYOR'S RECOMMENDED	COMPARISON TO 79-80 ORIG. BUDGET
GENERAL FUND REVENUES CREDITED TO DEPT:									
6299	MISCELLANEOUS STATE SUBVENTIONS	158,338	0	0	46,579	46,579-	0	0	0
6551	RE IND GR COSTS	1,800,000	3,000,000	0	2,011,909	988,091	3,000,000	4,000,000	1,000,000
7036	REG CTY CA FI FE	0	0	0	0	0	27,500	4,000	4,000
7053	COMMISSION RENTS	0	0	0	0	0	3,000	3,000	3,000
7099	OTH GEN GVT CHAR	1	150,000	0	0	150,000	150,000	150,000	0
8999	MISCELLANEOUS SERVICES	12,004	0	0	0	0	0	0	0
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		319,284,068	319,235,237	729,610	207,358,249	112,606,590	329,592,489	337,037,984	17,802,747

03394

MBD-BUDGET REPORT 102-C RUN NBR: 79/13/26 CITY AND COUNTY OF SAN FRANCISCO DEPT: 99 GENERAL FUNO UNALLOCATED
DATE: 06/13/80
* DEPARTMENT LEVEL * TIME: 10:52 DEPARTMENTAL SUMMARY BY MAJOR CATEGORY DEPT PAGE: 1

FOR FISCAL YEAR 1980-81 : PHASE C

******PROGRAM STRUCTURE****** ********ORGANIZATION STRUCTURE********

MSA : 97 GENERAL FUND CAPITAL EXP DEPARTMENT : 99 GENERAL FUND UNALLOCATED

	1978-79 ACTUAL	1979-80 ORIGINAL	1979-80 REVISED	1980-81 BASE	FIRST INCREMENT	SECOND INCREMENT	THIRD INCREMENT	MAYOR'S RECOMM.
DEPARTMENT EXPENDITURE SUMMARY-BUDGETED:								
FAC MAINT/CAPITAL OUTLAY	923,950	2,081,197	3,509,241	14,436,460	14,436,460	14,436,460	14,436,460	2,051,980
TOTAL DEPARTMENT	923,950	2,081,197	3,509,241	14,436,460	14,436,460	14,436,460	14,436,460	2,051,980

CITY AND COUNTY OF SAN FRANCISCO

BUDGET ESTIMATES

FOR FISCAL YEAR 1980-1981

SECTION 8

GENERAL FUND CAPITAL BUDGET

SECTION 8

GENERAL FUND CAPITAL BUDGET

This section of the budget consolidates all General Fund requests for facilities maintenance and capital improvement projects. The budgetary presentation is divided into three sections:

REPORT 780 ranks all General Fund requests according to the priority assigned by the Capital Improvement Advisory Committee.

REPORT 782 displays each request according to the responsible department.

EXPLANATIONS provide the details of each of the project requests, in the same order as Report 782.

Some notes on the reports:

- A CIAC priority of "900" is a recommendation for deferral.
- Under the FM/CIP column heading,

  "202" indicates a facilities maintenance project.

  "203" indicates a capital improvement project.

03395

REPORT #780

CITY AND COUNTY OF SAN FRANCISCO
G.F. CAPITAL BUDGET BY CIAC PRIORITY
FISCAL YEAR 1980-81

DATE: 06/12/80
PAGE: 1

CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
001	90	01	202	11601	MISC FAC MAINT PROJ	1,734,177	1,734,177	729,405	729,405
002	42	01	202	13301	MISC FAC MAINT PROJ	401,600	2,135,777	330,000	1,059,405
003	46	01	202	12501	MISC FAC MAINT PROJ	151,000	2,206,777	72,000	1,131,405
004	61	01	202	12301	MISC FAC MAINT PROJ	100,000	2,306,777	00,000	1,211,405
005	62	01	202	40901	MISC FAC MAINT PROJ	17,750	2,404,527	17,750	1,229,155
006	60	01	202	10901	MISC FAC MAINT PROJ	76,500	2,401,027	60,000	1,209,155
007	28	01	202	14101	COMM CULTURAL FAC	67,500	2,540,527	50,000	1,339,155
008	42	02	202	14201	GENERAL MAINT	38,000	2,586,527	30,000	1,377,155
009	31	02	202	10801	UNDGROUND CISTERNS	10,000	2,596,527	10,000	1,387,155
010	12	02	202	41601	COT B-5 KIT EQUIP	4,300	2,600,027	4,300	1,391,455
011	74	01	202	40701	REPLACE DOOR MECH	14,000	2,614,027	14,000	1,405,455
012	83	01	202	41301	REPLACE ROOF	46,000	2,660,027	0	1,405,455
013	71	01	202	43201	REPAIR ROOF	102,000	2,042,027	25,000	1,430,455
014	90	09	203	40401	EARTHQUAKE SAFE SUR	250,000	3,092,027	75,000	1,505,455
015	31	01	203	19601	INSTALL HYDRANTS	40,000	3,132,027	40,000	1,545,455
016	12	03	203	44301	KIT HOODS AND FANS	5,200	3,138,027	5,200	1,550,655
017	42	03	203	45701	DEBRIS RECOVERY PRO	44,500	3,102,527	0	1,550,655
018	12	01	202	41501	COT B-4 RENOVATE	171,500	3,354,027	171,500	1,722,155
019	42	04	203	19501	HANDICAPPED ACCESS	35,000	3,309,027	35,000	1,757,155
020	90	03	202	40301	4S HYDE SECURITY	16,100	3,405,127	16,100	1,773,255
021	45	01	203	11701	150 OTIS-BLDG RENOV	360,000	3,765,127	0	1,773,255
022	38	01	203	41601	HJ-PHOTO LAB	53,100	3,010,227	0	1,773,255
023	90	06	203	40301	CH-ENLARGE ELEC SVC	350,000	4,160,227	0	1,773,255
024	62	02	202	41001	AIR CONDITION SYS	20,000	4,100,227	20,000	1,793,255
025	42	05	202	24401	COURT PLAY AREAS	70,000	4,258,227	60,000	1,053,255
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	WALKS PARKING AREA	50,000	4,308,227	45,000	1,098,255

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CITY AND COUNTY OF SAN FRANCISCO
G.F. CAPITAL BUDGET BY CIAC PRIORITY
FISCAL YEAR 1980-81

CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
027	90	04	203	19901	CITY HALL DOOR REPL	153,800	4,462,027	0	1,898,255
028	31	04	203	42801	SAFETY PROJECTS	3,700	4,465,727	3,700	1,901,955
029	42	07	202	42301	PARK FURNISHINGS	25,000	4,490,727	25,000	1,926,955
030	90	02	203	40201	VAR BLDG SAFE MOD	350,548	4,841,275	0	1,926,955
031	83	05	203	42201	AUDITORIUM EGRESS	14,400	4,855,675	0	1,926,955
032	42	08	202	24101	REPLACE FENCING	15,000	4,870,675	15,000	1,941,955
033	12	04	202	41701	DRY ROT REPAIRS	205,500	5,076,175	0	1,941,955
034	31	06	203	43001	SEC DOORS-SCREENS	10,025	5,086,200	10,025	1,951,980
035	09	02	203	42601	EOP STANDBY POWER	618,000	5,704,200	D	1,951,980
036	84	01	203	44501	PAT CARE AREAS IMP	3,800	5,708,000	D	1,951,980
037	41	03	203	40901	PERIODICAL RM EXHST	8,000	5,716,000	0	1,951,980
038	42	09	202	24201	REHAB LIGHTING	60,000	5,776,000	50,000	2,001,980
039	46	05	202	42101	EXTERIOR REHAB	404,200	6,180,200	0	2,001,980
040	90	00	202	40501	CH-EXTER MASON REP	402,500	6,582,700	D	2,001,980
041	10	01	202	10401	CH-CRTRM PAINT	3,000	6,585,700	D	2,001,980
042	11	01	202	11101	HJ-CRTRM RENOVATE	103,000	6,688,700	0	2,001,980
043	71	02	202	43301	TERRAZZO FLOOR REP	115,300	6,804,000	0	2,001,980
044	06	01	203	17001	JA-3 MISC IMPROVE	11,400	6,815,400	0	2,001,980
045	42	12	202	42501	PFA-ROOF REPAIR	340,000	7,155,400	0	2,001,980
046	74	02	202	43501	REPLACE FLOOR TILE	4,800	7,160,200	0	2,001,980
047	75	01	202	40001	SIREN WARNING SYS	15,200	7,175,400	D	2,001,980
048	05	01	203	17101	FREEZER FACILITY	81,000	7,256,400	0	2,001,980
049	42	10	203	45801	VAR LOC FENCING	20,000	7,276,400	0	2,001,980
050	11	02	202	11001	CH-CRTRM RENOVATE	264,500	7,540,900	D	2,001,980
051	10	02	202	41101	CH-REMODEL CTRMS	132,400	7,673,300	D	2,001,980
052	09	01	203	42501	SPACE STUDY	19,500	7,692,800	D	2,001,980

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CITY AND COUNTY OF SAN FRANCISCO
G.F. CAPITAL BUDGET BY CIAC PRIORITY
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CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
053	90	14	203	40601	HJ-HVAC STUDY	15,000	7,707,800	0	2,001,980
054	45	02	203	41501	1680 MIS-HVAC SYS	43,000	7,750,800	0	2,001,980
055	61	02	203	45501	ART WKS SEISMIC PRO	15,300	7,766,100	0	2,001,980
056	83	03	203	42001	LAB SEISMIC PROT	32,400	7,798,500	0	2,001,980
057	90	05	203	16301	FIRE-POLICE ALARM	436,000	8,234,500	50,000	2,051,980
900	01	01	203	44801	MISC IMPROVEMENTS	2,500	8,237,000	0	2,051,980
900	02	01	203	40801	OFFICE RENOVATIONS	261,400	8,498,400	0	2,051,980
900	03	01	203	44601	RELOCATE STENO POOL	102,400	8,600,800	0	2,051,980
900	04	01	203	44901	RECORD ROOM	31,100	8,631,900	0	2,051,980
900	04	02	203	45001	CLERICAL POOL MOD	36,000	8,667,900	0	2,051,980
900	04	03	203	45101	ATTORNEYS OFFICES	56,700	8,724,600	0	2,051,980
900	04	04	203	45201	INVESTIGATORS OFF	64,000	8,788,600	0	2,051,980
900	04	05	203	45301	MISC ALTERATIONS	85,700	8,874,300	0	2,051,980
900	05	01	203	46901	YGC-OFFICE IMPROVE	3,100	8,877,400	0	2,051,980
900	06	02	203	40701	HJ-BOOKING AREA	882,000	9,759,400	0	2,051,980
900	08	01	203	42701	CAGE WINDOWS	2,900	9,762,300	0	2,051,980
900	08	02	203	47101	MISC IMPROVEMENTS	1,200	9,763,500	0	2,051,980
900	10	03	203	41401	CH-AIR CON CTRMS	300,000	10,063,500	0	2,051,980
900	11	04	203	16101	HJ-RM101 MACH ROOM	17,600	10,081,100	0	2,051,980
900	11	03	203	16201	CH-ACOUSTIC TILE	26,000	10,107,100	0	2,051,980
900	12	05	203	44401	LIGHTING IMPROVE	7,925	10,115,025	0	2,051,980
900	28	02	203	45401	GALLERY LIGHTING	5,000	10,120,025	0	2,051,980
900	31	03	203	13801	ACOUSTICAL CEILING	10,400	10,130,425	0	2,051,980
900	31	08	203	14001	EMER LIGHTING	41,300	10,171,725	0	2,051,980
900	31	05	203	42901	STA 22 DRYING ROOM	5,500	10,177,225	0	2,051,980
900	31	07	203	43101	STA 31 HOSE RACK	850	10,178,075	0	2,051,980

CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
900	31	09	203	43201	COPPER WATER PIPING	8,300	10,186,375	0	2,051,980
900	31	10	203	43301	SAL COV ORY RACKS	3,400	10,189,775	0	2,051,980
900	31	11	203	43401	MISC LIGHT IMPROVE	14,385	10,204,160	0	2,051,980
900	31	12	203	43501	KITCHEN VENT IMPRO	8,250	10,212,410	0	2,051,980
900	31	13	203	43601	PLUMBING IMPROVE	2,700	10,215,110	0	2,051,980
900	31	14	203	43701	DOOR REVISIONS	4,500	10,219,610	0	2,051,980
900	31	15	203	43001	STORAGE FACILITIES	10,400	10,230,010	0	2,051,980
900	31	16	203	43901	MISC SEC PROVISIONS	3,600	10,233,610	0	2,051,980
900	31	17	203	44001	SHOWER DOORS	2,625	10,236,235	0	2,051,980
900	31	18	203	44101	PARTITIONS	9,400	10,245,635	0	2,051,980
900	31	19	203	44201	GARBAGE DISPOSERS	4,000	10,249,635	0	2,051,980
900	37	01	203	47001	DROPPED CEILING	3,750	10,253,385	0	2,051,980
900	30	04	202	41201	VAR LOC GAS PUMPS	14,000	10,267,385	0	2,051,980
900	38	02	203	41701	HJ-MISC ELECT IMP	11,200	10,278,585	0	2,051,980
900	38	03	203	41001	VAR LOC LIGHTING	82,000	10,360,585	0	2,051,980
900	38	05	203	41901	HJ-CRIME LAO	235,800	10,596,385	0	2,051,980
900	41	07	202	43601	GLASS FLOORING	140,300	10,744,685	0	2,051,980
900	41	05	203	47201	VENTILATION SYSTEMS	2,550	10,747,235	0	2,051,980
900	41	06	203	47301	STAFF TOILET ROOM	3,000	10,750,235	0	2,051,980
900	41	04	203	47401	ROTUNDA IMPROVE	165,400	10,915,635	0	2,051,980
900	41	02	203	47501	LIGHTING IMPROVE	17,275	10,932,910	0	2,051,980
900	41	01	203	47601	NORTH PASS ELEVATOR	194,300	11,127,210	0	2,051,980
900	42	11	202	42401	PED TUNNEL REHAB	76,000	11,203,210	0	2,051,980
900	42	13	202	42601	PFA-ROTUNDA ROOF	60,000	11,263,210	0	2,051,980
900	42	15	202	42701	GG PARK MISC REHAB	40,000	11,303,210	0	2,051,980
900	42	16	202	42801	CC PLAZA REHAB	120,000	11,423,210	0	2,051,980

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CITY AND COUNTY OF SAN FRANCISCO
G.F. CAPITAL BUDGET BY CIAC PRIORITY
FISCAL YEAR 1980-81

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CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
900	42	18	202	42901	EMBAR PLAZA DRAIN	18,000	11,441,210	0	2,051,980
900	42	14	203	45901	EQUIP SHELTER	200,000	11,641,210	0	2,051,980
900	42	17	203	46001	STAN HEIGHTS PLYCTS	156,000	11,797,210	0	2,051,980
900	46	02	202	41801	FREIGHT ELEVATOR	20,000	11,817,210	0	2,051,980
900	46	03	202	41901	REUPHOLSTER SEATS	180,000	11,997,210	0	2,051,980
900	46	04	202	42001	REHAB COURT	80,000	12,077,210	0	2,051,980
900	61	03	202	42201	EXTERIOR PAINTING	200,000	12,277,210	0	2,051,980
900	61	04	203	45601	UV RAD PRO ART WKS	18,700	12,295,910	0	2,051,980
900	62	03	203	41201	FIRE EXTINGUISH SYS	65,000	12,360,910	0	2,051,980
900	62	04	203	41301	EMERG STOREROOM	167,100	12,528,010	0	2,051,980
900	71	04	202	43401	STAGE CURTAIN ALT	79,500	12,607,510	0	2,051,980
900	71	03	203	46801	UTILITY SYS IMPROVE	9,700	12,617,210	0	2,051,980
900	74	03	203	41001	MISC IMPROVEMENTS	1,750	12,618,960	0	2,051,980
900	74	04	203	41101	LAB SPACE	33,400	12,652,360	0	2,051,980
900	80	02	203	14201	RM 155 REMODEL	33,000	12,685,360	0	2,051,980
900	80	01	203	14301	ACOUSTIC TREAT	3,700	12,689,060	0	2,051,980
900	83	02	202	41401	REPLACE GARAGE DOOR	11,500	12,700,560	0	2,051,980
900	83	04	203	42101	LAB EXHAUST SYSTEM	3,300	12,703,860	0	2,051,980
900	83	07	203	42301	BOOKSHELVES RM204	1,500	12,705,360	0	2,051,980
900	83	08	203	42401	LIGHTING RM204	500	12,705,860	0	2,051,980
900	83	06	203	44701	HC-2 FIRE EXIT	19,200	12,725,060	0	2,051,980
900	85	03	202	43001	REPLACE STEAM LINES	33,500	12,758,560	0	2,051,980
900	85	05	202	43101	EXTERIOR PAINTING	676,700	13,435,260	0	2,051,980
900	85	02	203	46501	MOD STEAM SYS CONTS	11,200	13,446,460	0	2,051,980
900	85	04	203	46701	FIRE SPRINKLER SYS	139,000	13,585,460	0	2,051,980
900	90	07	202	40401	RECON STEAM LOOP	140,000	13,725,460	0	2,051,980

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REPORT #780

CITY AND COUNTY OF SAN FRANCISCO
G.F. CAPITAL BUDGET BY CIAC PRIORITY
FISCAL YEAR 1980-81

CIAC PRI	RESPON DEPT	DEPT PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	CUMULATIVE REQUEST	MAYOR'S RECOMMENDED	CUMULATIVE RECOMMENDED
900	90	12	202	40601	HJ-PNEUMAT SYSTEM	149,300	13,874,760	0	2,051,980
900	90	11	203	16401	HJ-BOIL SFTY ANUN	26,800	13,901,560	0	2,051,980
900	90	10	203	16501	HJ-GRND FAULT PROT	72,000	13,973,560	0	2,051,980
900	90	13	203	40501	ELEV HANDICAP MOD	231,000	14,204,560	0	2,051,980
900	91	01	203	46101	ENCLOSE WK AREA	25,700	14,230,260	0	2,051,980
900	91	02	203	46201	IMPROVE VENTILATION	162,000	14,392,260	0	2,051,980
900	91	03	203	46301	PUMP TEST HYDRANT	41,000	14,433,260	0	2,051,980
900	91	04	203	46401	LIGHTING IMPROVE	3,200	14,436,460	0	2,051,980

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CITY AND COUNTY OF SAN FRANCISCO
GENERAL FUND CAPITAL BUDGET - BY DEPT PRIORITY
FISCAL YEAR 1980-81

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DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 01 BOARD OF SUPERVISORS						
01	900	203	44801	MISC IMPROVEMENTS	2,500	0
DEPARTMENT TOTAL					2,500	0
RESPONSIBLE DEPARTMENT: 02 ASSESSOR						
01	900	203	40801	OFFICE RENOVATIONS	261,400	0
DEPARTMENT TOTAL					261,400	0
RESPONSIBLE DEPARTMENT: 03 CITY ATTORNEY						
01	900	203	44601	RELOCATE STENO POOL	102,400	0
DEPARTMENT TOTAL					102,400	0
RESPONSIBLE DEPARTMENT: 04 DISTRICT ATTORNEY						
01	900	203	44901	RECORD ROOM	31,100	0
02	900	203	4S001	CLERICAL POOL MOO	36,000	0
03	900	203	45101	ATTORNEYS OFFICES	56,700	0
04	900	203	45201	INVESTIGATORS OFF	64,000	0
05	900	203	4S301	MISC ALTERATIONS	85,700	0
DEPARTMENT TOTAL					273,500	0
RESPONSIBLE DEPARTMENT: 05 PUBLIC DEFENDER						
01	900	203	46901	YGC-OFFICE IMPROVE	3,100	0
DEPARTMENT TOTAL					3,100	0
RESPONSIBLE DEPARTMENT: 06 SHERIFF						
01	044	203	17001	JA-3 MISC IMPROVE	11,400	0
02	900	203	40701	HJ-BOOKING AREA	882,000	0
DEPARTMENT TOTAL					893,400	0

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 08 TREASURER-TAX COLLECTOR						
01	900	203	42701	CAGE WINDOWS	2,900	0
02	900	203	47101	MISC IMPROVEMENTS	1,200	0
DEPARTMENT TOTAL					4,100	0
RESPONSIBLE DEPARTMENT: 09 CONTROLLER						
01	052	203	42501	SPACE STUDY	19,500	0
02	035	203	42601	EOP STANDBY POWER	618,000	0
DEPARTMENT TOTAL					637,500	0
RESPONSIBLE DEPARTMENT: 10 SUPERIOR COURT						
01	041	202	10401	CH-CRTRM PAINT	3,000	0
02	051	202	41101	CH-REMODEL CTRMS	132,400	0
03	900	203	41401	CH-AIR CON CTRMS	300,000	0
DEPARTMENT TOTAL					435,400	0
RESPONSIBLE DEPARTMENT: 11 MUNICIPAL COURT						
01	042	202	11101	HJ-CRTRM RENOVATE	103,000	0
02	050	202	11001	CH-CRTRM RENOVATE	264,500	0
03	900	203	16201	CH-ACOUSTIC TILE	26,000	0
04	900	203	16101	HJ-RM101 MACH ROOM	17,600	0
DEPARTMENT TOTAL					411,100	0
RESPONSIBLE DEPARTMENT: 12 JUVENILE COURT						
01	018	202	41501	COT B-4 RENOVATE	171,500	171,500
02	010	202	41601	COT B-5 KIT EQUIP	4,300	4,300
03	016	203	44301	KIT HOODS AND FANS	5,200	5,200
04	033	202	41701	DRY ROT REPAIRS	205,500	0
05	900	203	44401	LIGHTING IMPROVE	7,925	0
DEPARTMENT TOTAL					394,425	181,000

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CITY AND COUNTY OF SAN FRANCISCO
GENERAL FUND CAPITAL BUDGET - BY DEPT PRIORITY
FISCAL YEAR 1980-81

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 28 ART COMMISSION						
01	007	202	14101	COMM CULTURAL FAC	67,500	50,000
02	900	203	45401	GALLERY LIGHTING	5,000	0
DEPARTMENT TOTAL					72,500	50,000
RESPONSIBLE DEPARTMENT: 31 FIRE DEPARTMENT						
01	015	203	19601	INSTALL HYDRANTS	40,000	40,000
02	009	202	10801	UNDGROUND CISTERNS	10,000	10,000
03	900	203	13001	ACOUSTICAL CEILING	10,400	0
04	028	203	42801	SAFETY PROJECTS	3,700	3,700
05	900	203	42901	STA 22 DRYING ROOM	5,500	0
06	034	203	43001	SEC DOORS-SCREENS	10,025	10,025
07	900	203	43101	STA 31 HOSE RACK	850	0
08	900	203	14001	EMER LIGHTING	41,300	0
09	900	203	43201	COPPER WATER PIPING	8,300	0
10	900	203	43301	SAL COV DRY RACKS	3,400	0
11	900	203	43401	MISC LIGHT IMPROVE	14,385	0
12	900	203	43501	KITCHEN VENT IMPRO	8,250	0
13	900	203	43601	PLUMBING IMPROVE	2,700	0
14	900	203	43701	DOOR REVISIONS	4,500	0
15	900	203	43801	STORAGE FACILITIES	10,400	0
16	900	203	43901	MISC SEC PROVISIONS	3,600	0
17	900	203	44001	SHOWER DOORS	2,625	0
18	900	203	44101	PARTITIONS	9,400	0
19	900	203	44201	GARBAGE DISPOSERS	4,000	0
DEPARTMENT TOTAL					193,335	63,725
RESPONSIBLE DEPARTMENT: 37 PERMIT APPEALS						
01	900	203	47001	DROPPED CEILING	3,750	0
DEPARTMENT TOTAL					3,750	0
RESPONSIBLE DEPARTMENT: 38 POLICE						
01	022	203	41601	HJ-PHOTO LAB	53,100	0
02	900	203	41701	HJ-MISC ELECT IMP	11,200	0
03	900	203	41801	VAR LOC LIGHTING	82,000	0
04	900	202	41201	VAR LOC GAS PUMPS	14,000	0
05	900	203	41901	HJ-CRIME LAB	235,800	0
DEPARTMENT TOTAL					396,100	0

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 41 PUBLIC LIBRARY						
01	900	203	47601	NORTH PASS ELEVATOR	194,300	0
02	900	203	47501	LIGHTING IMPROVE	17,275	0
03	037	203	40901	PERIODICAL RM EXHST	8,000	0
04	900	203	47401	ROTUNDA IMPROVE	165,400	0
05	900	203	47201	VENTILATION SYSTEMS	2,550	0
06	900	203	47301	STAFF TOILET ROOM	3,000	0
07	900	202	43601	GLASS FLOORING	148,300	0
DEPARTMENT TOTAL					538,825	0
RESPONSIBLE DEPARTMENT: 42 RECREATION AND PARK COMMISSION						
01	002	202	I330I	MISC FAC MAINT PROJ	401,600	330,000
02	000	202	I4201	GENERAL MAINT	38,000	38,000
03	017	203	4570I	DEORIS RECOVERY PRO	44,500	0
04	019	203	I9501	HANDICAPPED ACCESS	35,000	35,000
05	025	202	24401	COURT PLAY AREAS	70,000	60,000
06	026	202	24301	WALKS PARKING AREA	50,000	45,000
07	029	202	42301	PARK FURNISHINGS	25,000	25,000
08	032	202	24101	REPLACE FENCING	15,000	15,000
09	038	202	24201	REHAB LIGHTING	60,000	50,000
I0	049	203	45D01	VAR LOC FENCING	20,000	0
11	900	202	42401	PED TUNNEL REHAB	76,000	0
12	045	202	42501	PFA-ROOF REPAIR	340,000	0
13	900	202	42601	PFA-ROTUNDA ROOF	60,000	0
14	900	203	4590I	EQUIP SHELTER	200,000	0
15	900	202	42701	GG PARK MISC REHAB	40,000	0
16	900	202	42D0I	CC PLAZA REHAB	I20,000	0
17	900	203	4600I	STAN HEIGHTS PLYCTS	I56,000	0
1D	900	202	42901	ENDAR PLAZA DRAIN	18,000	0
DEPARTMENT TOTAL					1,769,100	598,000
RESPONSIBLE DEPARTMENT: 45 SOCIAL SERVICES						
0I	021	203	11701	150 OTIS-BLDG RENOV	360,000	0
02	054	203	41501	16D0 MIS-HVAC SYS	43,000	0
DEPARTMENT TOTAL					403,000	0

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CITY AND COUNTY OF SAN FRANCISCO
GENERAL FUND CAPITAL BUDGET - BY DEPT PRIORITY
FISCAL YEAR 1980-81

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 46 WAR MEMORIAL						
01	003	202	12501	MISC FAC MAINT PROJ	151,000	72,000
02	900	202	41801	FREIGHT ELEVATOR	20,000	0
03	900	202	41901	REUPHOLSTER SEATS	180,000	0
04	900	202	42001	REHAB COURT	80,000	0
05	039	202	42101	EXTERIOR REHAB	404,200	0
DEPARTMENT TOTAL					835,200	72,000
RESPONSIBLE DEPARTMENT: 60 ACADEMY OF SCIENCES						
01	006	202	10901	MISC FAC MAINT PROJ	76,500	60,000
DEPARTMENT TOTAL					76,500	60,000
RESPONSIBLE DEPARTMENT: 61 FINE ARTS MUSEUMS						
01	004	202	12301	MISC FAC MAINT PROJ	100,000	80,000
02	055	203	45501	ART WKS SEISMIC PRO	15,300	0
03	900	202	42201	EXTERIOR PAINTING	200,000	0
04	900	203	45601	UV RAD PRD ART WKS	18,700	0
DEPARTMENT TOTAL					334,000	80,000
RESPONSIBLE DEPARTMENT: 62 ASIAN ARTS MUSEUM						
01	005	202	40901	MISC FAC MAINT PROJ	17,750	17,750
02	024	202	41001	AIR CONDITION SYS	20,000	20,000
03	900	203	41201	FIRE EXTINGUISH SYS	65,000	0
04	900	203	41301	EMERG STOREROOM	167,100	0
DEPARTMENT TOTAL					269,850	37,750
RESPONSIBLE DEPARTMENT: 71 REAL ESTATE						
01	013	202	43201	REPAIR ROOF	182,000	25,000
02	043	202	43301	TERRAZZO FLOOR REP	115,300	0
03	900	203	46801	UTILITY SYS IMPROVE	9,700	0
04	900	202	43401	STAGE CURTAIN ALT	79,500	0
DEPARTMENT TOTAL					386,500	25,000

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 74 CORONER						
01	011	202	40701	REPLACE DOOR MECH	14,000	14,000
02	046	202	43501	REPLACE FLOOR TILE	4,800	0
03	900	203	41001	MISC IMPROVEMENTS	1,750	0
04	900	203	41101	LAB SPACE	33,400	0
DEPARTMENT TOTAL					53,950	14,000
RESPONSIBLE DEPARTMENT: 75 ELECTRICITY						
01	047	202	40801	SIREN WARNING SYS	15,200	0
DEPARTMENT TOTAL					15,200	0
RESPONSIBLE DEPARTMENT: 80 REGISTRAR						
01	900	203	14301	ACOUSTIC TREAT	3,700	0
02	900	203	14201	RM 155 REMODEL	33,000	0
DEPARTMENT TOTAL					36,700	0
RESPONSIBLE DEPARTMENT: 03 PUBLIC HEALTH CENTRAL OFFICE						
01	012	202	41301	REPLACE ROOF	46,000	0
02	900	202	41401	REPLACE GARAGE DOOR	11,500	0
03	056	203	42001	LAB SEISMIC PROT	32,400	0
04	900	203	42101	LAB EXHAUST SYSTEM	3,300	0
05	031	203	42201	AUDITORIUM EGRESS	14,400	0
06	900	203	44701	HC-2 FIRE EXIT	19,200	0
07	900	203	42301	DOOKSHELVES RM204	1,500	0
00	900	203	42401	LIGHTING RM204	500	0
DEPARTMENT TOTAL					128,800	0
RESPONSIBLE DEPARTMENT: 84 EMERGENCY HOSPITALS						
01	036	203	44501	PAT CARE AREAS IMP	3,800	0
DEPARTMENT TOTAL					3,800	0

03407

REPORT #782

CITY AND COUNTY OF SAN FRANCISCO
GENERAL FUND CAPITAL BUDGET - BY DEPT PRIORITY
FISCAL YEAR 1980-81

DEPT PRI	CIAC PRI	FM/ CIP	PROJECT/WORKPHASE NUMBER	TITLE	DEPARTMENT REQUEST	MAYOR'S RECOMMENDED
RESPONSIBLE DEPARTMENT: 85 LAGUNA HONDA						
01	048	203	17101	FREEZER FACILITY	81,000	0
02	900	203	46501	MOD STEAM SYS CONTS	11,200	0
03	900	202	43001	REPLACE STEAM LINES	33,500	0
04	900	203	46701	FIRE SPRINKLER SYS	139,000	0
05	900	202	43101	EXTERIOR PAINTING	676,700	0
DEPARTMENT TOTAL					941,400	0
RESPONSIBLE DEPARTMENT: 90 PUBLIC WORKS						
01	001	202	11601	MISC FAC MAINT PROJ	1,734,177	729,405
02	030	203	40201	VAR BLDG SAFE MOD	350,540	0
03	020	202	40301	4S HYDE SECURITY	16,100	16,100
04	027	203	19901	CITY HALL DOOR REPL	153,000	0
05	057	203	16301	FIRE-POLICE ALARM	436,000	50,000
06	023	203	40301	CH-ENLARGE ELEC SVC	350,000	0
07	900	202	40401	RECON STEAM LOOP	140,000	0
08	040	202	40501	CH-EXTER MASON REP	402,500	0
09	014	203	40401	EARTHQUAKE SAFE SUR	250,000	75,000
10	900	203	16501	HJ-GRND FAULT PROT	72,000	0
11	900	203	16401	HJ-BOIL SFTY ANUN	26,000	0
12	900	202	40601	HJ-PNEUMAT SYSTEM	149,300	0
13	900	203	40501	ELEV HANDICAP MOD	231,000	0
14	053	203	40601	HJ-HVAC STUDY	15,000	0
DEPARTMENT TOTAL					4,327,225	870,505
RESPONSIBLE DEPARTMENT: 91 PURCHASER						
01	900	203	46101	ENCLOSE WK AREA	25,700	0
02	900	203	46201	IMPROVE VENTILATION	162,000	0
03	900	203	46301	PUMP TEST HYDRANT	41,000	0
04	900	203	46401	LIGHTING IMPROVE	3,200	0
DEPARTMENT TOTAL					231,900	0
GRAND TOTAL					14,436,460	2,051,900

LINE-ITEM EXPLANATIONS

03408

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

The following list of Facilities Maintenance (FM) and Capital Improvement (CI) project explanations are arranged by department number and by project priority within each departmental listing. Each explanation includes:

- Project priority
- Project and work phase number
- Project title
- Project type (FM or CI)
- Project cost
- Project description

* * * *

01 - BOARD OF SUPERVISORS

01. 44801 Various miscellaneous improvements (CI) $ 2,500

This project will provide for minor service items such as lock changes, shelving, signs and minor improvements as requested by the Board of Supervisors.

02 - ASSESSOR

01. 40801 Improvements to office area (CI) $ 261,400

To provide new demountable partitioning for offices and to form passage way to improve operating efficiency. (150 lineal ft.)

To provide integrated ceiling with new lighting, air conditioning and acoustical tile work (12,000 sq. ft.) including electrical work, power panel, etc. for air conditioning system. This is to correct acoustics in the office and provide comfort to personnel to improve operating efficiency.

03 - CITY ATTORNEY

01. 44601 City Hall, second floor, relocate steno pool and library (CI) $ 102,400

This Budget item will provide for moving bookcases from the main corridor to an area presently occupied by the Stenopool; cutting openings in the wall between the main corridor and the interior corridor to provide access to the

Object Object Title and Explanation of Change

interior corridor; installing partitions in the main corridor so as to provide separation between the stenographic staff who will be occupying the space. Additional work will include painting, floor covering repairs and electrical work, including lighting and ventilating, as necessitated by the reconstruction in this 2000 sq. ft. work area.

This work is essential so that the stenographic pool can effectively serve the professional staff. At the same time our professional staff will be able to provide better service to the public.

04 - DISTRICT ATTORNEY

01. 44901 Hall of Justice, Room No. 11, Municipal and Superior Courts, construct records room (CI) $ 31,100

Develop Room 11 into Municipal and Superior Court Record Room. Computers are to be moved from present location to this new record room. Modify cabinet work to suite, install new telephone and electrical outlets as required for new electronic equipment. Modify lighting and ceiling as required. Patch and paint walls and install flooring where existing shelves are removed. Comply with CAL-OSHA regulations where applicable.

The Library presently in this space is being moved. Records needs more space and Room 11 is the only space available.

02. 45001 Hall of Justice, clerical pool, miscellaneous modifications (CI) $ 36,000

Part of an overall project to the general alternations to District Attorney's offices to promote efficiency and provide for increased personnel and services.

A. SECRETARIAL POOL (Room 322, 44, 57)

AND TELEPHONE RECEPTION AREA.

Removal of approx. 66 lineal feet of partitions, patching, carpet flooring touch-up painting. New telephone and electrical work as required by CAL-OSHA. Modify telephone reception area for more efficient service to the public.

B. WOMEN'S TOILET (Room 4)

Provide about 15 lineal ft. of partition in order to accommodate a separate area for a lounge. Paint and

03409

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
	necessary patching.	
03.	451D1 Hall of Justice, attorney's offices, modifications (CI)	$ 56,70D
	Part of an overall project to the general alterations to District Attorney's offices to promote efficiency and provide for increased personnel and services.	
	ADDITIONAL ATTORNEY'S OFFICES (Room 17) 1D28 sq. ft.	
	Installation of new partitions, doors etc. to provide approx. six (6) private offices. Modification of existing lighting, ventilating, and painting. Relocation of existing equipment from this area. New telephone and electrical work as required to comply with CAL-DSHA standards.	
D4.	45201 Hall of Justice, investigators' offices, remodeling (CI)	$ 64,000
	Part of an overall project to the general alterations to District Attorney's offices to promote efficiency and provide for increased personnel and services.	
	INVESTIGATORS OFFICES (Room 3D1) 22D0 sq. ft.	
	Extend existing wall partitions to ceiling for more privacy between each unit. This includes approx. 165 lineal feet of partition about 3' high, convert one existing offices into a dark room. Provide doors thru out, modify ventilation and lighting. Provide new doorway from this area to Hallway District Attorney's Office, east corridor. Painting and miscellaneous patching.	
D5.	453D1 Hall of Justice, various offices, miscellaneous alterations (CI)	$ 85,700
	Part of an overall project to the general alterations to District Attorney's offices to promote efficiency and provide for increased personnel and services.	
	A. CONSUMER FRAUD (Rooms 32D, 318, 316)	
	New floor to ceiling partition to create a conference area of approx. 16 x 2D. Modify lighting, and ventilation to accommodate this new area. Painting, patching as required. Installation of electrical and telephone outlets as required to comply with CAL-OSHA regulations.	

Object	Object Title and Explanation of Change	
	B. OFFICE REFITTING (Room 325) 19DD sq. ft.	
	Replacement of carpets and drapes, painting and necessary patching as required. Relocation of telephone and electrical outlets in order to comply with CAL-DSHA requirements.	
05 - PUBLIC DEFENDER		
01.	46901 Youth Guidance Center, Administration Building, office improvements in basement area (CI)	$ 3,1DD
	Remove obsolete communication equipment console and relocate existing wiring to the paging system in order to provide much needed additional usable floor space.	
06 - SHERIFF		
01.	17001 County Jail No. 3, miscellaneous improvements (CI)	$ 11,4DD
	Security and health provisions at County Jail #3 as follows:	
	$1,250 Men's Div. Provide a concrete pad on the ground at the bottom of the fire escpae from the hospital to eliminate the possibility of prisoners escaping by digging under the chain link fence fire escape enclosure.	
	$5,20D Women's Div.: Install a security fence on top of the wall surrounding the recreation yard to eliminate prisoners escaping over this wall. (This has occurred in the past.)	
	$1,75D Women's Div.: Provide ventilation for the laundry in the basement of the building.	
	$3,2DD Women's Div.: Provide and install a single vertical security bar welded to the interior face and centered on the sash of all exterior louvered windows.	
	$11,4DD	

03410

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
02.	40701 Hall of Justice, provide centralized basement booking area (CI)	$ 882,000

Provide a new centralized booking area in the basement of the Hall of Justice, complete with counters, telephones, ventilation/heating system, holding cells, patching, painting miscellaneous electrical etc. all as required for a complete installation.

The jail must maintain "tight security" to discourage escape attempts. This location was chosen becasue of the ever present hazard arising out of its present location on the sixth floor. The possibility of serious injury or death is always present at its present location, due to combined activities being handled such as; admittance, discharge of prisoners, property release, information and interviews, court activities and storage of weapons. Incidents involving force make for poor publicity since this area is accessible to the public. Experience has shown that prisoners are most unruly during the time when they are removed from the transporting vehicle and are about to be placed in the booking area.

This new location would be more efficient for the processing of prisoners during this period.

This project is an enlargement of the original proposal as submitted under the 1978-79 budget.

08 - TREASURER

01.	42701 Treasurer's Office, cashiers cages, modify windows (CI)	$ 2,900

Relocate windows at front of cashier's cages Nos. 1, 2 and 5 from 9" to 30" to the west of their existing positions so that it will be possible to obtain consistently good pictures of individuals for whom checks are cashed. The angle between the cameras and the windows is now such that frequently a portion of the face is cut off by the window side framing.

02.	47101 Tax Collector's Office, miscellaneous improvements (CI)	$ 1,200

Object	Object Title and Explanation of Change
$450	In cashier's section, modify door to provide a shelf, reglaze with 3/8" Lexan and provide a guarded speakhole and a 2" x 10" wicket opening.
750	Modify wood panel dividers between cashiers' cages.
$1,200	

09 - CONTROLLER

01.	42501 General Office, study for alterations to office area (CI)	$ 19,500

To provide planning studies and estimates for the Controllers Department. This would include all necessary investigations involving the work flow of each division, structural investigations in regards to providing a mezzanins, checking of code regulations and preparing contract ducoments.

This study is needed because the work area is becoming more congested as the functions for this department have become increased over the past 50 years. This office area hasn't been remodeled since the early 1930's.

02.	42601 City Hall, EOP Section, provide alternative source of electrical services (CI)	$ 618,000

To provide for an alternate source of electrical service if the main source of electrical service is interrupted.

(1) Recommended by the Security Survey of Computer Center Facilities report to the City and County of San Francisco from Norris and Gottfried, Inc., Consultants to Management July, 1971.

(2) A 1971 report of the Grand Jury strongly recommends that budget funding be made available for an emergency standby power supply to be installed as soon as possible.

Annual operating cost is estimated at $1,000 for fuel and maintenance.

10 - SUPERIOR COURT (SEE ADDENDUM)

01.	41101 City Hall, various courtrooms, renovate and remodel (Phase I) (FM)	$ 132,400

03411

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

Remodel the following courtrooms to improve efficiency of operation:

Room 417 - Relocate railing, enlarge jury box and install new jury chairs.

Room 452 - Relocate railing, remove jury box and construct new large jury box on west side of courtroom, revamp judge's platform to place witness stand on west side; install new jury chairs and provide new carpet.

Room 479 - Enlarge jury box and install new jury chairs.

Room 403 - Enlarge jury box and install existing jury chairs.

02. 41401 City Hall, various courtrooms and chambers, install air conditioning system (CI) $ 300,000

Ventilating and cooling equipment, with duct work, controls and associated equipment, to serve Courtroom Suites 411, 417, 418, 426, and 429 and related chambers.

The only present means of cooling and ventilating these five suites is by opening small windows facing Grove Street. These provide little air, and traffic noises disturb court proceedings. Because outside air in sufficient quantity cannot be provided, the courtrooms often become stifling and hot. Although an insulating tile ceiling was recently installed in the skylight area of each courtroom to reduce the amount of solar heat gain, air in the courtrooms is still very stuffy and warm when court is in session.

The installation of the proposed air conditioning equipment will provide freedom from outside noise and will eliminate existing discomfort during court proceedings.

The present electric service to City Hall is overloaded. This air-conditioning installation can not be done until a new electric service is installed.

11 - MUNICIPAL COURT

01. 11101 Hall of Justice, various courtrooms and chambers, renovation (FM) $ 103,000

Renovate eight courtrooms in the Hall of Justice as follows: vacuuming of ceiling plenum, refinishing of wall panels, furniture and doors, installation of new carpeting, overhauling of hardware and miscellaneous work as required.

Since no major maintenance has been done for the past seventeen years has become necessary to correct these neglected areas, both for efficiency of use and public appearance.

02. 11001 City Hall, various courtrooms and chambers, (Phase I) (FM) $ 264,500

Renovate seven sets of courtrooms and chambers through a period of two years. Renovations consist of replacing chairs, flooring, carpeting, light fixtures; relocation of wood railing; installation of acoustical tile ceilings; modifications of judges' platforms, renewal of judges' chambers and court reporters' rooms; replacing window shades with venetian blinds; equipping witness stands with microphones, etc., including general painting.

These courtrooms have not been renovated for some years. This project will bring these courtrooms up to modern standards and will provide efficient working conditions for judges, reporters, as well as comfort for spectators and jury.

03. 16201 City Hall, clerk offices, install acoustical tile (CI) $ 26,000

Install acoustical tile on ceilings and walls in clerk offices including the adjustment of lighting fixtures and touch-up painting. This project is needed to reduce noise level in the rooms and to improve operation efficiency.

04. 16101 Hall of Justice, Room 101, construct sound-proof machine room (CI) $ 17,600

Construct a sound proof room in the south west portion of the traffic violations bureau, near column line 3-17 on the main floor of the Hall of Justice.

The partition shall consist of gypsum wall board, staggered studs and 2" blanket insulation, acoustical wains, wall material. Modify existing lighting for proper switching within the room. Existing ventilating units shall be modified for proper balancing of the system. Also include in the contract would be miscellaneous patching and complete painting of new area.

03412

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

The present location, in a stairwell, used for these machines is unlighted, unvented, cramped, hot and stuffy thereby creating an unhealth and hazardous situation.

In addition, there is a most serious problem concerning noise, which is occasioned by the use of decollating machine, bursting machine, postal machine, and warrant stamping and dating machine.

12 - JUVENILE COURT

01. 41501 Youth Guidance Center, Cottage B-4, renovate (FM) $ 171,500

Alterations to Cottage B-4 to provide proper ventilation and security. Present radiant heating system in the cottages provides no circulation of air. Windows have been closed and screened for security reasons. Many of the screens have been befouled with food, waste, etc., and they are impossible to clean. This has caused a threat to the health and well-being of inmates and supervising personnel. This project will provide a system similar to Cottage B-5.

In 1965-66, a program for renovation six (6) Cottages was established. Since then the program has been changed to include eight (8) Cottages.

Out of $63,000.00 funded in 1965-66, two (2) Cottages (B-1 and C-3) were renovated. Out of $40,000.00 appropriated in 1968-69 one (1) Cottage (G-1) was renovated. Additional renovation was done to Cottage G-1 with funds ($38,500.00) appropriated in 1972-73, and Cottage B-2 with $43,600 funded in 1973-74, and Cottage G-2 with $41,000 funded in 1974-75. Cottage B-3 renovation has just been completed from monies funded in 1976-77 -($67,104.00) and in 1977-78 ($49,500.00).

Two additional Cottages (B-4 and C-2) remain to be renovated.

Additional money is requested to renovate Cottage B-4.

02. 41601 Youth Guidance Center, Cottage B-5, replace kitchen equipment (FM) $ 4,300

Replace existing galvanized sinks and existing dishwasher with new stainless steel sinks (3) and new dishwasher. Replacement requested by Health Department inspector to improve sanitation in this facility.

Object Object Title and Explanation of Change

03. 44301 Youth Guidance Center, various cottages, install kitchen hoods and fans (CI) $ 5,200

Install stainless steel hood with exhause fans over the steam tables in Cottages B-1, 3 and 4. Project requested by Health Department inspector.

04. 41701 Log Cabin Ranch, various buildings, repair dry rot (FM) $ 205,500

Roof overhang on the buildings have extensive dry rot. This condition must be repaired and prevented from spreading. The cause is due to continued dampness and leaking gatters at the joints from thermal expansion and contraction. Caulking has been applied but doesn't hold. Water has been seeping through the joints for many years. Extensive work on structural and secondary roof members exposed to the weather must be done to stop the dry rot.

05. 44401 Youth Guidance Center, miscellaneous areas, improve lighting (CI) $ 7,925

Improve lighting in the following areas in the Administration Bldg.:

$ 3,550	Judge's courtroom and chambers.
1,200	Room 206 (Accounting Office).
2,750	Rooms 238-240 (Records).
375	Information Desk.
$ 7,925	

28 - ART COMMISSION

01. 14101 Various community cultural facilities, miscellaneous facilities maintenance projects (FM) $ 67,500

To provide for miscellaneous routine and special maintenance and repair of interior and exterior doors, stairways, roofs, electrical and plumbing systems and window repair and glazing for various community cultural facilities.

03413

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
	1. Various locations, emergency, unforeseen and routine maintenance and repair	$ 10,000
	2. South of Market Cultural Center	10,000
	3. Mission Cultural Center	25,000
	4. Western Addition Cultural Center	22,500
	Total	$ 67,500

02. 45401 Art Gallery, 165 Grove St., improve lighting (CI) $ 5,000

Improve lighting in the Art Gallery within the Art Commission Building by the installation of a track lighting system. A track lighting system will allow easy relocation of lights for best lighting effect on displayed works.

31 - FIRE DEPARTMENT

01. 19601 Various locations, install fire hydrants (CI) $ 40,000

These funds are required to install 50 low pressure fire hydrants requested for our 1980-81 budget under "New Equipment". New low pressure hydrants are installed through a Work Order to the Water Department.

The average cost of installation is $800 per hydrant set. There are approximately 8,000 low pressure hydrants in San Francisco. The annual installation request for 50 low pressure hydrants represents a growth factor of 6/10 of 1%. This growth requires the installation of new water mains to protect new residential, commercial and industrial occupancies as a result of San Francisco's construction program. Approximately 45-50 low pressure hydrants are installed annually.

02. 10801 Various locations, repairs to underground cisterns (FM) $ 10,000

These funds are used to repair leaks in the Fire Department's 150 underground water storage cisterns. This preventive maintenance program is absolutely essential to insure the availability of a secondary supply of water during grave emergencies as well as to avoid damage claims from flooded basements located adjacent to these cisterns. Funds are transferred by Work Order to the Department of Public Works, Bureau of Building Repair.

03. 13801 Various fire stations, install acoustical ceilings (CI) $ 10,400

Install acoustical tile ceilings in the Communications-Sitting Rms. of the following stations:

$ 1,800	Station 6
3,450	Station 9
2,500	Station 12
1,250	Station 18
1,400	Station 19
$10,400	

The acoustics in these combination Sitting-Communications Rooms are so bad that under usual daily conditions, the sounds of TV, radio and conversation could lead to the possibility of misinterpretation of vital signals.

04. 42801 Various locations, miscellaneous safety projects (CI) $ 3,700

$1,200 Sta. 31: Replace corroded steel beam braces at parapet wall on both rear corners ($1,000) and provide ladder from 2nd floor ceiling to the roof ($200).

$1,000 Sta. 32: Provide protective barrier of chain link on lower front roof of station at property line with adjoining residence to prevent access of children to the station roof where they may be in danger of falling.

$ 500 Headquarters Building: Provide an alarm system in Interview Room #313 to permit personnel in the room to summon assistance in dealing with disturbed persons.

$1,000 Headquarters Building: Room 502 (telephone equipment room in penthouse). Provide fire sprinkler system to

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
	protect both interior and exterior of wood framed evidence storeroom constructed within the telephone room.	
	$3,700	
05.	42901 Station No. 22, provide clothese drying	$ 5,500
	Provide a drying room in the fire station for use by station personnel to dry their clothing after returning from a fire.	
06.	43001 Various fire stations, install security doors and screens (CI)	$ 10,025
	$ 920 Station 11: Install security screens on 2nd floor windows.	
	1,150 Station 20: Provide security door for stairway to 2nd floor.	
	1,150 Station 21: Install security screens on ground flr. windows.	
	2,875 Station 31: Provide security partition and door to 2nd flr.	
	800 Station 36: Install security screens - Communications Rm.	
	1,380 Station 36: Install security door for stairway to 2nd flr.	
	1,150 Station 40: Provide security door from apparatus rm. to turnout rm.	
	600 Station 42: Provide security device for door to dormitory.	
	$10,025	
07.	43101 Station No. 31, install hose rack heater (CI)	$ 850
	At this station, hoses are stored after use on horizontal enclosed racks with very little air circulation. An auxiliary heater for this area is essential to retard hose deterioration.	
08.	14001 Various fire stations, provide emergency lighting (CI)	$ 41,300
	Install battery-operated emergency lighting in all Fire Department stations so that in case of power failure, operations may be continued in an efficient manner.	

Object	Object Title and Explanation of Change	
09.	43201 Various fire stations, install copper water piping (CI)	$ 8,300
	$4,100 Sta. 19: Replace galvanized water piping with copper.	
	4,200 Sta. 27: Replace galvanized water piping with copper.	
	$8,300	
10.	43301 Various fire stations, install salvage cover drying racks and duckboards (CI)	$ 3,400
	Install drying racks on roof for salvage covers for Sta. 2 ($860) and Sta. 3 ($1,725); provide additional duckboards on roof for Sta. 3 ($825).	
11.	43401 Various fire stations, miscellaneous lighting improvements (CI)	$ 14,385
	$ 400 Sta. 1: Improve lighting in officer's room.	
	1,400 Sta. 2: Improve basement lighting.	
	860 Sta. 5: Improve lighting in officer's rooms.	
	2,100 Sta. 6: Improve lighting on apparatus floor.	
	925 Sta. 11: Improve lighting in communications and work rooms.	
	2,700 Sta. 21: Improve lighting on apparatus floor ($1,900) and in officers' rooms.	
	925 Sta. 24: Improve lighting in communications room.	
	375 Sta. 25: Improve lighting in officers' room.	
	3,400 Sta. 27: Improve lighting on apparatus floor.	
	1,050 Sta. 36: Improve lighting in officers' rooms and provide light over front door.	
	250 Jones St. Tank: Provide light over teletype machine.	
	$14,385	

03415

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
12.	43501 Various fire stations, improve kitchen ventilation (CI)	$ 8,250
	$1,250 Sta. 2: Install kitchen ventilation system and sliding windows in kitchen.	
	1,100 Sta. 7: Provide fans in phone booths and install new range hood fan in kitchen.	
	950 Sta. 12: Install larger exhaust fan over range.	
	1,400 Sta. 16: Install range hood and larger fan.	
	750 Sta. 27: Install fan in kitchen.	
	1,400 Sta. 32: Install range hood and fan.	
	1,400 Sta. 44: Install range hood and fan.	
	$8,250	
13.	43601 Various fire stations, plumbing improvements (CI)	$ 2,700
	$ 250 Sta. 12: Install hot water faucet of apparatus floor.	
	1,150 Sta. 17: Install lavatory in officers' wash room.	
	1,300 Sta. 44: Install urinal in dormitory bathroom.	
	$2,700	
14.	43701 Various fire stations, miscellaneous door revisions (CI)	$ 4,500
	$ 475 Sta. 1: Revise swing of door in Rescue Squad Officers' Rm.	
	1,450 Sta. 1: Replace folding partition in dining room area.	
	575 Sta. 4: Provide personnel access door in overhead door.	
	200 Sta. 9: Install screen door between kitchen and yard.	
	1,400 Sta, 19: Install folding partition in Communications Room.	
	200 Sta, 20: Install screen door from kitchen to yard.	
	200 Sta, 23: Install screen door from kitchen to yard.	
	$4,500	

Object	Object Title and Explanation of Change	
15.	43801 Various fire stations, provide storage facilities (CI)	$ 10,400
	$ 350 Sta. 1: Provide shelves in officer's rooms.	
	700 Sta. 3: Provide equipment storage locker for apparatus floor.	
	230 Sta. 21: Provide shelves in officer's rooms.	
	1,500 Sta. 25: Provide lockers in apparatus room.	
	800 Sta. 27: Provide additional cabinets in kitchen.	
	2,400 Sta. 32: Provide lockers in dormitory and in apparatus room.	
	800 Sta. 36: Provide lockers in Arson Squad Room and shelves and cabinets in Arson Laboratory.	
	3,620 Div. of Training: Provide storage facility in classroom for storage of "Simulator" equipment.	
	$10,620	
16.	43901 Various fire stations, miscellaneous security provisions (CI)	$ 3,600
	$ 600 Sta. 2: Install security lock on dormitory door.	
	500 Sta. 8: Install security lock door of stairway to 2nd floor.	
	1,300 Sta. 13: Provide opaque windows on ground floor and mezzanine.	
	1,200 Sta. 39: Install chain link fence and gates at N. E. and N. W. corners of property.	
	$3,600	
17.	44001 Various fire stations, install shower doors (CI)	$ 2,625
	Installation of shower doors in Sta. 2 ($375), Sta. 10 ($500), Sta. 13 ($375), Sta. 17 ($500), Sta. 27 ($500), Sta. 41 ($375).	

03416

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated
Division: --

Object	Object Title and Explanation of Change	
18.	44101 Various fire stations, install partitions (CI)	$ 9,400

$ 900 Sta. 1: Install partition with door between the Communications Room and dining room.
900 Sta. 9: Install partition with door between sitting room and Communications Room.
1,400 Sta. 18: Provide divider folding partition in Communications Room.
1,100 Sta. 31: Provide sliding door between Communications Room and kitchen.
1,150 Pump. Sta. 2: Provide walls and ceiling around locker room and shower area.
1,600 Sta. 2: Provide enclosure around boiler area.
2,350 Sta. 27: Provide oil storage room and provide a study room in the east dormitory.

$9,400

19. 44201 Various fire stations, install garbage disposers (CI) $ 4,000

Provide and install garbage disposers in kitchens of the following fire stations: Sta. 6 ($625), Sta. 16 ($78), Sta. 21 ($600), Sta. 27 ($700), Sta. 36 ($650) and Sta. 38 ($600).

37 - PERMIT APPEALS

01. 47001 City Hall, Room 154-A, install dropped ceiling (CI) $ 3,750

Present acoustical conditions in Room 154A generate noise and echo levels which create difficulty in hearing normal conversation and thus impair the working efficiency of both this department and the Civil Service staff in the adjacent office.

38 - POLICE DEPARTMENT

01. 41601 Hall of Justice, Photo Lab., Room 433, alternations (CI) $ 53,100

This is an update of the project requested since 1972. New equipment (automatic Roll Printer and Roll Paper Processor) already delivered in September 1978 and presently uncrated in the main room cannot be installed or utilized until these modifications can be made.

In general the alteration to Room 433 of the Police Photo Laboratory will consist of remodeling three (3) spaces within this room as follows:

Film Loading Room, Enlarging Room, Contact Printing Room

Replan and provide remodeling work including partitions, miscellaneous carpentry work, new ceiling, cabinet work, modification and relocation, plumbing and mechanical work, electrical and lighting work, floor repair, and painting work in order to install the new equipment.

This automated equipment (providing color prints - present system is black and white) will enable the Crime Laboratory to function far more efficiently, reducing labor and time savings for prints and will bring the operation up to par with other major agencies throughout California.

02. 41701 Hall of Justice, various areas, electrical improvements (CI) $ 11,200

Miscellaneous minor electrical improvements within the Police Department areas at the Hall of Justice as follows:

$1,750 - Electrical Alarms: Install alarms connected with communications office in Rooms 139, 433, 577.
1,525 - Electrical Call Bells and Strikes: Install call bells and/or strikes at business counters in Rooms 150, 433, 454 and 475.
3,700 - Electric Lights: Improve lighting in Room G-5, G-25 and 565; raise lights in gym; install additional light switches in Room 575.
2,250 - Electrical Outlets: Install electrical outlets in Rooms 139, 400, 435, 440, 454, and 575; relocate outlets in Room 421.
1,975 - Telephone Outlets: Install telephone outlets in Rooms 411 and 577; relocate outlets in Rooms 421 and 558.

$11,200

03417

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
03.	41801 Various police facilities, install new lighting fixtures (CI)	$ 82,000

Improve lighting in offices and locker rooms at Taraval, Richmond, Mission, Northern, Ingleside, Park and Potrero Stations and in parts of Hall of Justice garage.

Existing illumination provided by miscellaneous fixtures, mostly incandescent, is inadequate and inefficient. New installations will be designed to suite tasks.

Existing illumination is at 15 foot candles which is substantially below 40-50 foot candles as recommended by the Illuminating Engineering Society.

04.	41201 Various district stations, replace gasoline pumps (FM)	$ 14,000

To replace gasoline pumps in 3 district stations including new concrete base, piping and electrical work as required. (Install gasoline pump in new location for Northern Station to allow better parking).

Present gasoline pumps are old and in dire need of repair; and replacement. Parts are not easily obtainable, as a result; these pumps are not operating properly.

Much police efficiency is impeded by continuous breakdowns of these pumps. This causes a delay in response to emergency situations in the city. Police personnel should be able to operate these pumps with a minimum of effort rather than being frustrated by trying to correct mechanical malfunction of some pumping mechanism.

05.	41901 Hall of Justice, Crime Lab., enlarge facilities (CI)	$ 235,800

A study (Funds of $4,500 were appropriated 1978-79) has been completed to program and draft preliminary plans for enlarging the present Crime Lab Northward across the corridor into the area presently occupied by the Community Relations Bureau.

The existing Crime Lab facilities are presently inadequate to handle tne ever-increasing work and scienticic advancements in this phase of criminal investigation.

The present facilities were designed in the late 1950's and when opened in 1961 had 3 employees. Now there is a staff of 31 employees. This project will enlarge the laboratories and creates work areas for layout of evidence and materials of specific projects and provides better supervisory control.

Expansion has been under consideration for 10 years and has been recommended by the Grand Jury Reports. Remodelling includes new laboratories, facilities, work areas and an enlarged administrative area and involves demolition, new partitioning, electrical and lighting work, plumbing and mechanical work, cabinetry (new and relocated), acoustical work, and special equipment.

41 - PUBLIC LIBRARY

01.	47601 Main library, north passenger elevator, install new elevator (CI)	$ 194,300

To replace one of two existing outmoded passenger elevators with new elevator cab, automatic control and to extend elevator travel to basement with new 5 foot deep concrete pit and foundation, to cover four stops instead of three. Presently, passenger elevators stop at the main floor and do not travel to the basement. This new basement elevator stop adjoining the rear exit may also serve as an entry for the physically handicapped.

Existing elevators were originally installed in 1915. The cables, sheaths drums, motors, door operating systems, etc. are old and worn and are constantly under repair, particularly the calling and answering systems. These slow speed elevators are manually operated and have no leveling device to level elevator cab with corridor floor which presents a problem for the operator as well as a tripping hazard. This new automatic elevator will have an automatic leveling device that will eliminate tripping hazard and also will eliminate the expenses of one permanent or part-time operator.

A large staff of janitors is engaged to do the necessary cleaning of the Library each night. These janitors travel from the basement to the various areas of this immense building to perform their work. Supplies and heavy cleaning equipment are carried for great distances to stairways or the inefficient freight elevator to reach different floors resulting in much time loss.

03418

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	

A new automatic elevator will save money by virtually eliminating repairs and loss of time in janitorial operations and will be safe for the patrons and personnel using it.

02. 47501 Main library, various areas, improve lighting (CI) — $ 17,275

Improve lighting within the following locations in the Main Library:

$4,100	Sutro Stacks (Basement)
1,600	Registration Desk
525	Main Entrance
525	First Floor Main Lobby
950	Main Stairway
3,400	Grand Stairway
5,500	Newspaper Department
675	South Stairwell
$17,275	

03. 40901 Main library, Periodical Room, provide ventilation system (CI) — $ 8,000

Required to provide a means of eliminating the excessive heat which builds up in this room from solar radiation. The normal exhaust system cannot handle sufficient air to maintain comfort levels.

04. 47401 Main library, rotunda area, provide new lighting; install new catwalks (CI) — $ 165,400

Provide new light fixtures in the rotunda area of the library and install new catwalks and ladders around the skylights.

At present the rotunda area and main stairs to the general card catelog area are poorly illuminated by high maintenance light fixtures. In order to maintain the hanging fixtures, the crew must use poorly constructed catwalks, stairs and ladders, in a very dimly lite area. The procedure involves danger to the maintenance crews and public. The personnel must present stop over the catwalk guardrail and stand on a wooden plank directly over the unprotected glass skylights. The light can only be changed during daylight hours because there isn't any artificial light in this area. Poor illumination of the main stairs is very hazardous to the public using the library. Replacement of the incandescent bulbs with fluorescent lamps and mercury vapor lights will correct this condition and reduce maintenance cost.

Installation of metal catwalks, ladders and guardrails will greatly reduce the possibility of injury to the maintenance crews and public.

05. 47201 Main library, various areas, provide ventilating system (CI) — $ 2,550

Provide ventilating system for the basement sorting room ($1,475) and for the Art and Music Department branch room on the 1st floor ($1,075) at the Main Library.

06. 47301 Main library, staff toilet room, improvements for public access (CI) — $ 3,000

Provide improvements to the 3rd floor office staff toilet room at the Main Library as follows:

$1,750	Provide entrance door to the toilet room from lobby area on the north side.
725	Provide ventilation to toilet room.
525	Furnish hot water piping to the lavatory.
$3,000	

07. 43601 Main library, stack room, replace glass flooring (FM) — $ 148,300

Replace glass panel-type flooring in the 5th, 6th and 7th floors of the Stack Room with steel cellular decking and vinyl flooring, approximately 11,000 square feet of area.

At present there are many damaged glass panels that have been replaced with plywood. Because of the fact that glass floor panels are not readily available, the cost of replacement is high; hence plywood panels are used. This action is deemed to be violating the Fire Code. Moreover, chipped edges of many glass panels present tripping hazards to library personnel as well as book carts.

This project will solve repair problems and offer safe working conditions to library personnel.

03419

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
42 - RECREATION AND PARK DEPARTMENT		
01.	13301 Various locations, miscellaneous facilities maintenance projects (FM)	$401,600
	To provide for the maintenance of various parks, playgrounds, recreation centers and the Zoological Gardens as follows:	
	1. Planned, routine, emergency and unforeseen maintenance and repairs based upon past experience	$ 125,000
	1a. Zoological Gardens, planned, routine and emergency maintenance and repair	$ 80,000
	2. Various recreation centers, rehabilitate hardwood floors	$ 30,000
	3. Various recreation centers, plaster and ceramic tile repairs	$ 15,000
	4. Various recreation centers, repair roofs	$ 18,500
	5. Various recreation centers, dry rot and fire damage repairs	$ 39,100
	6. Various recreation centers, repair plumbing systems	$ 12,000
	7. Various parks and playgrounds, repair irrigation systems	$ 19,000
	8. Various parks and playgrounds, repair electrical systems	$ 20,000
	9. Various parks and playgrounds, repair doors, windows and gates	$ 5,500
	10. Various recreation centers, painting	$ 30,000
	11. Various recreation centers, protective screens	$ 3,500
	12. Various parks and playgrouds, repair recreation facilities	$ 4,000
02.	14201 Camp Mather, various areas, miscellaneous facilities maintenance projects (FM)	$ 38,000

Object	Object Title and Explanation of Change	
	This project will provide for the planned, routine and emergency work involved with the opening, closing and maintenance of Camp Mather.	
03.	45701 Golden Gate Park, construct agricultural debris recovery facility (CI)	$ 44,500
	The entire park system is presently confronted with a critical debris disposal problem. Virtually all of the agricultural debris from the City's parks and squares is deposited in large tractor made pits in Golden Gate Park. This practice degrades parkland used for this purpose, removes it from recreational use, and does not allow for the recovery of this valuable wood resources. Also, space to continue this type of debris disposal is simply no longer available.	
	The volume of agricultural debris will increase by about 37% with the implementation of a full scale reforestation program in Golden Gate Park, It is therefore imperative that an agricultural debris recovery program be instituted for the entire park system. It is proposed that the facility be located in Golden Gate Park because the majority of the debris will come from the Park. The approximate area proposed for the facility is 7,500 sq. ft.	
	The project for budgetary purposes is divided into two separate but interrelated elements: 1) site design and development; and 2) equipment purchase and installation. The first element is included in the capital improvement project budget for General Fund requests and the second element for the equipment purchase is included in the Recreation and Park Department's Park Division budget.	
	The capital project item, which is the subject of this request, will provide for site grading, berming (as may be needed for sound mitigation), fencing, surfacing to accommodate vehicular access and the purchase and installation of two small shelters or sheds (approximately 500 sq. ft. each) for the protection and security of equipment and to provide sound mitigation for the stationary clipper.	
04.	19501 Various locations, provide for handicapped access (annual program) (CI)	$ 35,000
	Provide ramps, modify doors, gates, sanitary conveniences, drinking fountains and remove barriers to enable the handicapped in our neighborhoods to take better advantage of our Recreation and Park facilities.	

03420

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
05.	24401 Various locations, resurface courts and play areas (annual program) (FM)	$ 70,000

The resurfacing program is to prevent and/or eliminate rough and uneven surfaces not suitable for tennis, basketball, and other types of athletic activities. This program includes but is not necessarily limited to the resurfacing of courts and play areas which have not been resurfaced in the past 10 years at the following locations:

Alta Plaza	James Rolph P/G
Angelo Rossi	John McLaren Park (Louis Sutter P/G)
Argonne	Julius Kahn P/G
Balboa Park	Lafayette P/G
Cayuga P/G	Margaret Oupont P/G
Crocker-Amazon P/G	Richmond P/G
Fulton P/G	Sidney Peixotto P/G

06.	24301 Various locations, resurface walks, paths and parking areas (annual program) (FM)	$ 50,000

Resurface or reconstruct walks, paths and parking areas in various parks, squares, playgrounds and recreation areas.

This is a continuing program to eliminate worn, rough and uneven pavement surfaces.

07.	42301 Various parks, squares and playgrounds, replace park furnishings (annual program) (FM)	$ 25,000

Reconstruction and/or replacement of drinking fountains, benches, tables, trash receptacles, bleachers, and baseball backstops.

Vandalism, wear and tear necessitate continuing program of rehabilitation of furnishings to prevent deterioration of facilities.

08.	24101 Various locations, reconstruct or replace existing fencing (annual program) (FM)	$ 15,000

Reconstruct and/or replace existing fencing which has deteriorated through corrosion, vandalism, wear and tear, etc. Locations include but are not necessarily limited to the following facilities:

Argonne Playground
Crocker Amazon P/G
Julius Kahn Playground
Margaret S. Hayward P/G
Mountain Lake Park

09.	24201 Various locations, rehabilitate lighting systems (annual program) (FM)	$ 60,000

Reconstruct or rehabilitate various park, playground and gymnasium lighting facilities by renewal of installation of new fixtures, conduits, lights, hangers and related appurtenances. Rehabilitated lighting will enhance public safety and protect the property.

The program includes but is not necessarily limited to the following Recreation and Park Department facilities:

George Christopher P/G	Mount Davidson Park
Margaret Hayward P/G, Phase II	

10.	45801 Various locations, install fencing (CI)	$ 20,000

Construct new and/or extend existing fencing at various Parks and Playgrounds for public safety and/or protection of property.

Locations include but are not necessarily limited to:

Golden Gate Park
John McLaren Park
Julius Kahn P/G
Pinelake Park
Sigmund Stern Grove

11.	42401 Golden Gate Park, rehabilitate pedestrian tunnels (FM)	$ 76,000

Rehabilitate and reconstruct pedestrian tunnels at the Music Concourse and Alvord Lake.

Several of the tunnel entrance retaining walls are slipping or tipping.

Interior tunnel surfaces are in need of cleaning and/or rehabilitation.

03421

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
12.	42501 Palace of Fine Arts, theater and exploratorium, reconstruct roof (FM)	$ 340,000

Repair or reconstruct as required approximately 131,000 square feet of roof over theater and exploratorium.

Existing roof leaks, the 10-foot wide concrete and plaster perimeter section is spalling and chunks of plaster and concrete have fallen to the floor.

13.	42601 Palace of Fine Arts, repair rotunda roof (FM)	$ 60,000

The existing dome covering shall be completely washed and scrubbed down by brushing with a commercial cleaner, followed by flushing with clean water.

Areas where original coating has delaminated shall be repaired by applying additional Hypalon material to bring the membrane thickness to original specifications.

Strips 9" wide x 1/16" thick non-staining contour flashing Gaco-Western Inc. Neoprene material shall be then applied to all precast concrete joints, including any cracks within concrete segments, with N7 adhesive Edges and lap joints of sheet material to be sealed.

(Note: The dome is built up of 24 segments and there are 10 horizontal joints in each segment. The dome consists of approximately 11,000 s. f. and there are approximately 4,000 lin. ft. of joints).

Hypalon color (to match existing color of dome as close as possible) shall then be rolled on over the sheet goods stripping material. Sheet neoprene shall be coated at the rate of 3/4 gallon per s. f.

One coat of liquid Hypalon color (to match existing color of dome as close as possible) shall then be rolled on over the entire dome covering surface; this final coating as the rate of 1 gallon per 100 s. f.

14.	45901 Golden Gate Park, Maintenance Yard, construct equipment shelter (CI)	$ 200,000

Provide equipment shelter approximately 4500 square feet of Type 3 construction 3-side concrete block enclosure with lighting, etc., for 12 motor vehicles such as trucks, loaders and other park maintenance and operating equipment. At present these motor vehicles are parked in the open and exposed to the weather causing considerable maintenance. This project will offer economy and efficiency.

15.	42701 Golden Gate Park, various facilities, rehabilitation (FM)	$ 40,000

Nursery: Heating and ventilation system control replacement for efficient and effective plant propagation and growth.

North Mill Reservoir: Reconstruct roof by removal and replacement of corrugated metal panels and wood framing as required to restore structural integrity.

16.	42801 Civic Center Plaza, rehabilitation (FM)	$ 120,000

Remove and replace defective pavement, rehabilitate drainage system, improve drainage channels around lawn areas and do miscellaneous painting and planting.

Perimeter pavement has subsided, drainage system malfunctions and trees are missing.

17.	46001 Stanford Heights Reservoir, provide playcourts (Phase I) (CI)	$ 156,000

Phase I $ 156,000

Surface, equip and fence approximately two acres of roof slab of Stanford Heights Reservoir for tennis, basketball and free play areas.

Phase II $ 192,000

Construct toilet facilities, provide benches, arbors, screens and appurtenances, enclose and cover SFWD service area.

The San Francisco Water Department recently reconstructed the reservoir and expended approximately $50,000 to increase the load capacity of the reservoir roof to provide for the proposed recreation facility. Play courts on Reservoir roofs are in line with the policy for more effective use of City land. They will provide recreation facilities which are lacking in the area north of Mt. Dividson. The Project has the support of the

03422

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
	neighborhood improvement association.	
18.	42901 Embarcadero Plaza, reconstruct drainage strip (FM)	$ 18,000
	Remove and replace existing strip drainage facilities.	
	Expansion, contraction and differential settlement has caused spalling and other irregularities in pedestrian areas.	
45 - SOCIAL SERVICES		
01.	11701 150 Otis St., improvements (Phase III) (CI)	$ 360,000
	$624,000 was requested in Budget Year 1979-80 to continue interior remodeling initially funded in the 1978-79 Budget Year. Of this amount only $550,000 was appropriated.	
	Restoration of deleted 1979-80 funds and additional funding to complete remodeling work is requested for Budget Year 1980-81 as follows:	
	A. Restoration of 1979-80 Funds:	
	$624,000 Requested 555,000 Appropriated 74,000 Shortfall 1.18 Inflation $ 87,500 Required for 1980-81	
	B. Roofing Replacement - Existing gable roof is 9 stories above grade, and covered with clay tile. A strong earthquake would dislodge this, creating a serious life-safety hazard. Remove and replace tile with new roofing material.	
	C. New Flooring - Replace existing 20 year old resilient floor with new flooring material.	
02.	41501 1680 Mission St., improvements to heating and ventilating system (Phase 1) (CI)	$ 43,000
	Alterations to Heating, Ventilating Systems and insulating the roof to provide reasonable control of environmental temperatures throughout the building.	

Object	Object Title and Explanation of Change	
	On hot days, the temperature inside the building raises to 80°F plus and on cold days, building takes too long to warm up.	
	First Year	$ 43,000
	Provide an effective exhaust system to remove the stagnant air, and provide aluminum shielding on the glass windows to reduce the solar heat gain into the building.	
	Second Year	$ 25,000
	Install ducts, diffusers and booster fans on floors 1, 2 and 3, to ensure adequate amount of fresh air into the plenum area for circulation.	
	Third Year	$ 48,000
	Remove existing roofing, install fiberglass insulation, re-roof and new flashing, to reduce solar heat gain onto the fourth floor of the building where on hot days, temperatures rise to 80°F plus.	
46 - WAR MEMORIAL		
01.	12501 Opera House and Vererans' Buildings, miscellaneous facilities maintenance projects (FM)	$ 151,000
	To provide for the emergency, routine and special maintenance for the Opera House and the Veteran's Building as follows:	
	1. Routine, emergency and unforeseen maintenance and repair as based on past experience	$ 40,000
	2. Maintenance and repair of pumps, fans, motors, valves, etc.	$ 7,000
	3. Opera House and Veterans' Building, copper roof repairs	$ 8,000
	4. Hot water tanks (2), repair interior "Ferroline" lining; replace inlet valves and alter piping	$ 3,000
	5. Opera House and Veterans' Building, replace corroded hot water piping	$ 6,000

03423

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
	6. Opera House, replace cold water riser No. 7	$ 8,000
	7. On-going repairs to sidewalks and driveways	$ 8,000
	8. Opera House, repair stage pin rail operating mechanism	$ 10,000
	9. Opera House, replace bent stage scenery battens	$ 10,000
	10. Opera House, repairs to auditorium seats, carpeting, curtains, rails	$ 6,000
	11. Opera House, paint basement floor backstage and two stairways to dressing rooms.	$ 3,000
	12. Veterans' Building, paint outside window frames, south side	$ 14,000
	13. Opera House, paint outside window frames from 2nd floor to top arch, north side	$ 14,000
	14. Opera House, replace existing obsolete paging system	$ 14,000
	Total	$ 151,000

02. 41801 Opera House, back stage freight elevator, replace doors (FM) $ 20,000

The existing folding bronze gates are not practical for moving present day large and bulky scenery. The gates are constantly being repaired due to their fragile construction. Yearly repair amounts to about $8,000. The replacement of the gates with solid cab doors which will not be so easily damaged would provide a practical solution to the problem.

03. 41901 Opera House, various areas, reupholster seats (Phase II) (FM) $ 180,000

In 1976 all 1300 Orchestra seats were reupholstered. This project for 1980-81 will provide for the reupholstering of the remaining 1760 seats in the Balcony, Balcony Circle, Dress Circle and Grand Tier.

The seats in the two balconies are original to the house and are 46 years old. The fabric is badly worn and many seats are almost threadbare. Rips covered with tape are common. In three to five years the fabric will be exhausted with springs and padding breaking through.

Seat reupholstery will include hardware and spring repair as needed, new foam padding, fabric installation, and touch up of wood arms and backs. The life expectancy of these reupholstered seats is at least 30 years.

04. 42001 Memorial Court, replace irrigation system and landscaping (FM) $ 80,000

The existing sprinkler system in the Memorial Court has deteriorated; the lawn area has settled so that during the rainy season a small lake will form in the Court. Also, the boxwood and ivy, because of their age, have lost their visual attractiveness. The Memorial Court maintains a prominent design association with the Veterans' Building, the Opera House, and, most importantly, with the City Hall. It should be rehabilitated to enhance this visually significant open space area in the Civic Center. This project will provide for the replacement of the irrigation system, the regrading of the Court to correct the drainage problem, and the relandscaping of the Court.

05. 42101 Opera House and Veterans' Buildings, exterior rehabilitation (Phase I) (FM) $ 404,200

The exterior walls of the Opera House and Veterans' Bldg. are constructed of granite from the ground to the four feet level. Above that line to the roof, they are terra cotta, a kiln-burnt clay, glazed to have the appearance of granite.

Due to age and weathering, the glaze has been substantially eroded, exposing the terra cotta beneath to moisture, which seeps into the wall and causes further exfoliation. This process is especially noticeable on the south and west walls. If allowed to continue, the walls will become increasingly unsightly as the brownish orange terra cotta shows through. Eventually, the walls will completely deteriorate.

The cost of repairing and reglazing the walls is based upon a study done three years ago, which has been updated to take into account increased deterioration since the study and rising prices.

03424

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
60 - ACADEMY OF SCIENCES		
01.	10901 Various areas, miscellaneous facilities maintenance projects (FM)	$ 76,500

To provide for the emergency, routine and special maintenance for the California Academy of Sciences as follows:

1. Emergency work (OPW-Building Repair)	$ 10,000
2. Maintenance and repair of buildings	12,000
3. Aquarium anti-corrosive painting	5,000
4. Exterior building maintenance	5,000
5. Routine plumbing work	8,000
6. Routine electrical work	13,000
7. Roof patching and repairing	5,000
8. Aquarium viewing glass replacement	2,500
9. Beach plant general repairs	2,500
10. Aquarium west wall reconstruction	7,500
11. Aquarium and Cowell Hall restroom reconstruction	3,500
12. Aquarium drain resurfacing	2,500
Total	$ 76,500

61. FINE ARTS MUSEUMS

01.	12301 Various locations, miscellaneous facilities maintenance projects (FM)	$ 100,000

To provide for the emergency, routine and special maintenance for the Legion of Honor and the M. H. de Young Memorial Museum as follows:

1. Emergency, unforeseen and routine maintenance and repair as based on prior experience	$ 48,000
2. Heating, ventilating, air conditioning and boiler maintenance	8,000
3. Miscellaneous roof repairs	15,000
4. Various galleries, floor refinishing	5,000
5. Various galleries and other public areas, painting	9,000
6. Interior and exterior lighting systems, maintenance and repair	15,000
Total	$ 100,000

Object	Object Title and Explanation of Change	
02.	45501 Various locations, secure art works against seismic forces (CI)	$ 15,300

To secure sculpture, paintings and other objects of art of high value throughout the museum to preclude damage in case of earthquake.

03.	42201 M. H. de Young Museum, paint exterior of building (FM)	$ 200,000

The exterior stucco is virtually without a painted finish to provide protection from weathering. Deterioration will accelerate if this work is not completed.

04.	45601 Legion of Honor, provide ultra violet radiation protection (CI)	$ 18,700

To provide and install plastic shields where natural light enters the galleries to reduce the amount of ultra violet rays striking displays.

62 - ASIAN ART MUSEUM

01.	40901 Various areas, miscellaneous facilities maintenance projects (FM)	$ 17,750

To provide for emergency, routine and special maintenance for the Asian Art Museum as follows:

1. Maintenance of air conditioning chiller unit	$ 3,000
2. Routine maintenance of roof	5,000
3. Glass replacement	250
4. Sheet metal repairs	2,000
5. Plumbing repairs	3,000
6. Emergency steam fitting repairs	3,000
7. Lock repairs or replacement	1,000
8. Emergency repairs to electrical	500
Total	$ 17,750

03425

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
02.	41001 Air conditioning system, special maintenance (FM)	$ 20,000

A. The overhaul and calibration of the following essential air conditioning items, $10,000.

1. Submaster controllers
2. Damper controls and damper drive motors
3. Duct mounted controls
4. Heating coil valves
5. Humidifiers

This equipment has been in continuous service for 15 years, 7 days a week and 24 hours a day. Unavoidable wear has occurred. Many of these items are mounted in air streams which contain salt from the damp outside air. Corrosion also has occurred as a result. The perfect performance of these items is essential to preservation of the art objects.

B. Overhaul of air conditioning fan dampers, $10,000.

These dampers are directly exposed to the damp, salty outside air. Metal blades, pivet points, and linkages have been attacked to the point they do not respond to allied automatic controls. Since they control the inlet of supply air to galleries, office and storage spaces, proper operation as designed is essential.

03.	41201 Storage area, install Halon fire extinguisher system (CI)	$ 65,000

Furnish and install a Halon Supression and Detection system, for the storage area in lieu of the capped fire sprinkler system.

The detection system shall consist of Fire Alarm Control Panel; Ionization Detectors; 1-pre-signal bell; 1-horn and light assembly; 1 manual pull station; 1 abort switch; and the associated time delay with the back-up batteries.

The suppression system shall consist of 2,235 lbs. of Halon; Elect. control head; Discharge nozzles; Piping and fittings.

Annual operating costs will increase to reflect the cost of maintenance for the proposed system.

The system is required by Fire Code, Section 24.06 (b).

Object	Object Title and Explanation of Change	
04.	41301 Provide emergency air conditioned storeroom (CI)	$ 167,100

To provide an emergency storage room with an independent air conditioning unit for use in case of failure of central air conditioning system, or in case of annual overhaul of the system which usually takes two days. Objects of art that are hygroscopically sensitive will be stored in this room when such emergency arises. Weather fluctuations in the park climate make it impossible to depend on constant temperature and humidity from outside air. No such emergency controlled climate now exists in the museum. The failure of any one component in the central system could deprive the entire Avery Brundage collection of its proper environment, and could possibly cause irreparable damage to non-replaceable objects of art.

71 - REAL ESTATE

01.	43201 Civic Auditorium, reconstruct roof (FM)	$ 182,000

Re-new entire roof area consisting 30,000 sq. ft. of built-up roofing and 20,000 sq. ft. of mineral roll roofing including new fiberglass gutter lining around the arena roof.

The existing roofing is approximately eighteen (18) years old, spot repair is not practical and patching the plaster ceiling of the high auditorium ceiling due to water damage is very expensive.

02.	43301 Civic Auditorium, repair terrazzo floor (FM)	$ 115,300

The present terrazzo flooring, totaling 18,000 sq. ft., in the Main Floor Corridors was installed in 1964. Cracks started to appear only 2 years after the installation and progressively more cracks appeared during the next few years. At the present it is estimated there are 5,000 lineal feet of cracks. In the past, piece meal repairs of these cracks have been made unsuccessfully by auditorium personnel. These cracks must be properly repaired by skilled craftsman before serious deterioration occurs. Some areas already constitute a tripping hazard.

There are approximately 1000 panels of 18 sq. ft. each bounded by metal dividing strips with an average of 5 lineal feet of crack in each panel.

03426

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

Much of the problem is related to the fact that the existing topping is bonded directly to the old floor and the old pattern is coming through in the form of cracks. This condition can be relieved by providing expansion strips in certain fracture lines to allow movement. If this process of deterioration is allowed to continue, the entire floor will have to be replaced.

03. 46801 Civic Auditorium and Brooks Hall, improvement to utility systems (CI) $ 9,700

$1,200	Auditorium:	Provide permanent wiring for phones and outlets under balcony seats.
1,200	Auditorium:	Provide additional lighting and electrical outlets in various mechanical rooms.
1,950	Auditorium:	Provide additional ventilation to basement transformer room ($500) and 4th floor dimmer room ($1,000) to eliminate overheating of electrical equipment.
2,800	Auditorium:	Install electrical outlets in the main corridor for use by exhibitors.
2,550	Auditorium:	Extend the compressed air piping system within Brooks Hall - for use by exhibitors.
$9,700		

04. 43401 Civic Auditorium, main arena, alter stage curtains (FM) $ 79,500

Provide motors, cables and other necessary mechanical equipment for raising or lowering present side curtains.

Present side stage curtains are stationary and require a crew of 6 men and a few hours to make adjustments due to their heavy weight and complexity of fabrication. Because of this, the use of the stage is limited and complaints are made by sponsors for shows and other programs requiring quick change of stage conditions. This project will give automation to these curtains and make modifications available in minutes and will offer versatility to the stage as well as increase its function.

Object Object Title and Explanation of Change

74 - CORONER

01. 40701 Hall of Justice, ambulance and autopsy room entrances, replace operating mechanism for automatic doors (FM) $ 14,000

Replace the operating mechanism for two (2) pairs of automatic doors at the Coroner's laboratory area. These doors were installed in 1962. The doors and tracks are in excellent condition, but the operating mechanism is worn and spare parts are no longer available. One pair of doors is located at the emergency entrance and the other pair leads to the autopsy room. Replacement of the operating mechanism is essential for efficient operation of the Coroner's Department.

02. 43501 Hall of Justice, main office area, replace resilient flooring (FM) $ 4,800

Replace entire floor covering in main office area. Existing linoleum floor surface is badly pitted in areas where desk chairs indent the surface through high unit pressure under casters. These indentations obstruct the free rolling of the casters and introduce the hazard of chairs overturning, possibly resulting in personal injuries.

03. 41001 Hall of Justice, miscellaneous improvements (CI) $ 1,750

$ 875	Improve heating in two transcribing offices.
875	Provide evidence storage locker in Toxicology Dept.
$1,750	

04. 41101 Hall of Justice, provide additional laboratory space (CI) $ 33,400

In the present laboratory, there are approximately 600 squar feet of space which could be more efficiently utilized if additional laboratory casework, including mechanical and electrical work is installed.

This work is needed to accommodate the increased work load of the staff.

03427

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
75 - DEPARTMENT OF ELECTRICITY		
01.	40801 Various locations, rehabilitate siren warning system (Phase I) (FM)	$ 15,200
	The City operates 53 sirens to warn of impending disaster. These are of varying ages but average about 20 years old.	
	Supporting structures, foundations, hardware and the sirens and their control systems have deteriorated and are in need of major repairs.	
	Part of the work in the first year will be an assessment of the condition of each installation and the establishment of a priority system for rehabilitation. This initial request for funds is the first phase of a five phased project.	
80 - REGISTRAR OF VOTERS		
01.	14301 Acoustic treatment (CI)	$ 3,700
	Install acoustical material on walls and ceiling of Registrar's office at the City Hall.	
02.	14201 Office area, remodel (CI)	$ 33,000
	Project will provide ventilation in reader room (for voter returns) and partitioning for conference area and semi-private offices for Registrar and Chief Deputy. (Painting and telephones shall also be included.)	
	With the increase of tasks in this office it has become quite apparent to improve the working conditions in order to provide a more efficient handling of business for the public.	
83 - DEPARTMENT OF PUBLIC HEALTH - CENTRAL OFFICE		
01.	41301 101 Grove St., Health Center Building, replace roof (FM)	$ 46,000
	The existing built-up composition roof has not been replaced since the building was constructed in 1932.	
	Due to the age and deterioration of roofing materials, numerous leaks have occurred which required extensive patching in recent years. The entire roof and flashing should be removed and replaced with new roofing materials.	

Object	Object Title and Explanation of Change	
02.	41401 101 Grove St., Health Center Building, replace Ivy Street garage door (FM)	$ 11,500
	Remove existing roll-up door and furnish and install a new motorized roll-up grille on the most easterly garage opening of the building on Ivy Street.	
	Present roll-up door is difficult to maintain and requires frequent repairs.	
	New roll-up grille will provide ease in operation, years of carefree service, and will provide needed ventilation for the garage.	
03.	42001 101 Grove St., Health Center Building, Microbiology Lab., provide seismic protection for casework (CI)	$ 32,400
	Will provide for positive securing of free standing casework and shelving in the event of seismic disturbance. An earthquake could cause the stored test tubes containing pathogenic microorganisms (e. g., tuberculusis, valley fever, etc.) within the casework and on the shelves to fall. Besides this safety hazard, it will also impair the laboratories ability to test the drinking water and foodstuffs.	
04.	42101 101 Grove St., Health Center Building, Room 414, ventilating exhaust system (CI)	$ 3,300
	Provide an exhaust air system in Room 414 to remove hot and humid air resulting from the operation of the laboratory glassware washer and dryer.	
05.	42201 101 Grove St., Health Center Building, provide auditorium egress (study and plans) (CI)	$ 14,400
	Preparation of studies, preliminary plans and cost estimate for a second means of egress from the 3rd floor auditorium to the street.	
	In order to utilized the auditorium seating capacity of 320, a second means of egress to the street is required. Seating is now limited to 100. All interior stair doors swing in the wrong direction. The single means of egress is at variance with Title 19, California Administrative Code, Section 7.33.	

03428

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
06.	44701 Health Center No. 2, Room 213, provide additional fire exist (CI) Room 213 is a large room and is situated on the second floor of Health Center No. 2. The room is staffed to capacity, and has only one exit. For the safety of the staff, a secondary fire exist is required for access to the street in case of emergencies.	$ 19,200
07.	42301 101 Grove St., Health Center Building, Room 204, provide bookshelves (CI) To provide the office of Health and Welfare with bookshelve 15 feet long by 8 feet high.	$ 1,500
08.	42401 101 Grove St., Health Center Building, Room 204H, improve lighting (CI) Required to replace old pendant incandescent reflector fixtures with efficient fluorescent ceiling fixtures. Present lighting intensity is too low at desk level.	$ 500
84 - DEPARTMENT OF PUBLIC HEALTH - EMERGENCY SERVICES		
01.	44501 Central Emergency Hospital, improve patient care area (CI) Remodel two rooms in Central Emergency Hospital to provide space for a laboratory; convert existing staff toilet room for laboratory use and convert existing janitor's closet into a staff toilet room.	$ 3,800
85 - DEPARTMENT OF PUBLIC HEALTH - LAGUNA HONDA HOSPITAL		
01.	17101 Refrigerator Room, convert to freezer facility (CI) Remove overhead meat hook railing; Rebuild the inside of the entire box (33 x 24 x 11 ft.) with new insulation; Install a new door capable of opening from inside; Install new refrigeration unit complete with Piping and water cooling tower; and the required Electrical work. LHH food service is undergoing a change of procedures and methods of handling the purchase of food. We are in the process of converting from the purchase of fresh meat to the purchase of pre-cut meat. In addition, we are planning to purchase more frozen vegetables and other products. At present, our existing freezer capacity is very limited, necessitating rental of outside freezer space which is impractical for normal daily use. Since we are no longer going to use our meat refrigerator area, we feel it would be both cost effective and improve efficiency if it were converted to a freezer unit. Savings offsetting the cost of conversion should be realized within the first two (2) years.	$ 81,000
02.	46501 Main kitchen area, modify steam system controls for space heating (CI) At present, steam system controls are at eight separate locations at the hospital. To control the heating within the hospital buildings, these controls must be operated manually. Because the controls are at inconvenient locations, the time required to either turn-off or turn-on the heating system takes about 3½ hours. During this time, there can be a significant temperature change within the patient care areas. Elderly patients in wards can suffer great discomfort and are vulnerable to dehydration when ambient temperatures get too high. This project will provide for a by-pass valve system to allow steam to flow into the hot water exchanger when steam has been cut-off from the space heating system. The installation of steam pressure reducing valves and related equipment in hot water heat exchanger room under the kitchen in the Main Building will permit continued hot water service to the kitchen and washrooms throughout the Hospital when low pressure (5 psi) steam heating main is shut down for control of ward temperatures. This proposal would transfer heat supply for hot water to the 40 psi sterilizer steam main which also passes through the control room but is not affected by patient comfort problems.	$ 11,200
03.	43001 Building L, replace steam lines (FM) Reconstruct high pressure supply and return main, insulation and valves in Bldg. "L" and various spots below the kitchen. Existing main is the original installation over 50 years old and is badly deteriorated and is leaking at several places. To reduce steam losses and to ensure steam supply.	$ 33,500

03429

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change	
04.	46701 Laundry building, install automatic fire sprinkler system (CI)	$ 139,000

Construct automatic fire sprinkler system throughout the entire laundry building, including sorting room, laundry room and several nearby furniture storage rooms.

Large quantities of linen in the laundry rooms, as well as furniture and paint in the adjacent furniture rooms, present an extreme fire hazard endangering personnel, equipment and buildings. An automatic fire protection system is required by the San Francisco Building Code, Sec. 3802.A.12, by California Admin. Code Title 19 and by the Division of Fire Prevention and Investigation, SFFD.

05.	43101 Various buildings, exterior painting and and roof repairs (FM)	$ 676,700

Paint exterior of entire hospital complex, including Ward Buildings, Connecting Corridors, Administration Building and Clarendon Hall, and repair tile roof leaks at Ward Buildings.

The Ward Buildings, Connecting Corridors and Administration Building (Phase I) have not been painted since 1958, Clarendon Hall (Phase II) since 1968, and now the paint is chalking and washes off during a rain leaving the interiors vulnerable to leak damage. The exterior wood sash and frames are cracking, and will deteriorate, requiring replacement if not repaired and painted.

The roof leaks are causing damage to plaster ceilings inside the buildings.

90 - DEPARTMENT OF PUBLIC WORKS

01.	11601 Various locations, miscallaneous facilities maintenance projects (Bureau of Building Repair) (FM)	$1,734,177

Due to the anticipated budget deficit in 1980-81, departments were advised not to expect funding for their usual maintenance and repair requests. Most departments, realizing the futility of preparing a comprehensive listing of their maintenance needs, did not bother to submit any request to D.P.W. The following partial list represents only a fraction of the real requirements for this group of 291 buildings. A realistic and meaningful maintenance program would require funding at about 1.75 million annually. At the current funding level, routine maintenance is being deferred indefinitely and all resources applied to breakdown and emergency repairs only.

SUMMARY OF REQUEST

PRIORITY "0"	$ 729,405
1	158,885
2	381,747
3	43,125
4	374,915
5-8	46,100
TOTAL:	$1,734,177

EXPLANATION OF PRIORITIES

Priority "0" — Planned, routine and emergency repairs. This includes planned work such as annual inspection and servicing of boilers, pressure vessels, pumps, motors, fans, compressors, air conditioning and refrigeration equipment, etc., requiring periodic inspection and overhaul. Routine is the unanticipated but necessary routine repairs of building components such as relamping, plumbing stoppages and leaks, vandalism repairs, lock and re-keying, repairs to walls, ceilings, floor finishes, doors, windows, cabinets, etc. Emergency work is that required for the protection of life or property or for the continuance of a vital City service.

Priority 1 — Health and Safety. Essential work concerning matters of life, health and safety including CAL/OSHA, fire, health, housing and building code violations.

Priority 2 — Preservation of Property Values. This category includes a wide variety of essential work necessary to preserve buildings and structures to forestall additional deterioration such as roof and gutter repairs, waterproofing, exterior painting for corrosion protection; repairs to the basic plant utilities such as electrical, mechanical, plumbing and sewage systems.

03430

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change

Priority 3 — Increase in Efficiency. Minor essential alterations or improvements for more efficient operation of offices such as additional electrical or telephone outlets, bulletin boards, shelving, etc.

Priority 4 — Appearances and Modernization. This includes a variety of essential work necessary to maintain the appearance of public buildings, mainly consisting of interior painting.

Priorities S-8 — These priorities represent the same kinds of work considered under Priorities 1-4 but are classified as "desirable" should funding be available.

02. 40201 Various public buildings, fire safety modifications (CI) — $ 350,548

Section 17.33, Title 19, Cal. Admin. Code requires that all buildings 75 feet above grade which are occupied have certain fire safety features (alarms, escapes, communication systems, etc.). These features were to have been incorporated by July 29, 1979. The following City Buildings fall within this category:

850 Bryant Street	$216,750.00
416 Jessie Street	19,530.00
425 Mason Street	26,500.00
150 Otis Street	55,900.00
Total	$318,680.00
+10%	31,868.00
Total	$350,548.00

03. 40301 45 Hyde St., window security and alarm systems (FM) — $ 16,100

A severe security problem exists at 45 Hyde Street. Over the past year, especially, there has been an increasing number of typewriters, office machines and drafting equipment stolen from the offices at night and on weekends. This project, which is the first phase in the renovation of 45 Hyde Street, will provide for a window security system and a night and weekend alarm system.

Object	Object Title and Explanation of Change

04. 19901 City Hall, Van Ness Avenue entrance, modify doors (CI) — $ 153,800

The project would modify the 3 revolving door enclosure units at the Van Ness Avenue entrance of City Hall. (Note: Art Commission approval would be required).

The revolving doors would be removed and the existing enclosures modified for the installation of a pair of new doors to each entrance at the exterior face. (New doors to match Polk Street entrance doors). Doors would be single acting at the side vestibules and double acting at the center vestibule. Also the center vestibule would be extended into the Lobby and an inner pair of matching double acting doors installed to enclose the vestibule.

The enclosures would be refurbished and floor mats installed to cover damage to existing marble floor.

The center vestibule would provide control over wind and cold air entrance into the building.

The present revolving door equipment is obsolete and revolving doors are not acceptable by code for exiting. Due to Security Measures only the center door is being presently used and this creates an undue stress on the equipment causing minor injuries to people resulting in complaints and potential law suits.

05. 16301 Various locations, install fire and police alarm system in underground districts (annual program) (CI) — $ 436,000

Annual item for construction of fire and police alarm system in new Underground Districts, which are created under the provisions of Article 11 of Part II, Chapter III of the Municipal Code in accordance with a program administered by the Department of Public Works.

Projects proposed for the budget year are:

District 265 Pacific Ave., Lyon to Presidio
District 275 Northern Waterfront, Stage 2
District 276 Cow Hollow, Stages 2 and 4
District 291 Pacific Heights, Stages 1, 2 and 3
District 301 Midtown Terrace, Stages 4 and 5
District 258 Telegraph Hill, Stages 1 and 2
District 302 Third Street

03431

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

District 303 Russian Hill, Stage 2
Oistrict 304 Russian Hill, Stage 3

Large funding request for 1980-81 is because insufficient funds were appropriated in 1978-79 and because no funds were allocated in 1979-80.

Previously appropriated:	1974-75	30,900
	1975-76	25,000
	1976-77	117,800
	1977-78	68,400
	1978-79	62,000
	1979-80	-0-

06. 40301 City Hall, enlarge electrical service (CI) $ 350,000

Provide an additional 4,000-ampere electric service for the City Hall. Existing 4,000-ampere service will be loaded almost to capacity when current projects are completed.

Past records indicate an average annual increase of 150 amperes. As EOP facilities continue to grow each year, electric facilities must be enlarged to prevent blackouts.

07. 40401 Civic Center, reconsrruct steam supply loop (Phase I) (FM) $ 140,000

Reconstruction of steam supply and return piping loop which supplies City-owned buildings in the Civic Center complex. Piping which is buried in the streets around Civic Center Plaza, has been in service since 1914, and has long ago passed its normal useful life. The whole system was adversely affected by construction of Brooks Hall and Civic Center Garage. It now consumes excessive amounts of maintenance and repair time and money, which must be diverted from the limited amount of such resources budged for City Hall. The part in McAllister, Larkin to Polk, was reconstructed inside the Garage in 1960, and it is proposed to progressively reconstruct the rest similarly.

In July 1976, under Job Order No. 24031, a total sum of $127,400 was appropriated (6.445.711.423) for the first phase of reconstruction, which consists of reconstruction of steam piping to Brooks Hall and Garage. Before any work could be done, appropriation was rescinded in FY77-78 and the Project was cancelled.

Object Object Title and Explanation of Change

A major breakdown could cause disruption of steam service to any one of the facilities supplied.

08. 40501 City Hall, general exterior masonry and related repair work (Phase IV) (FM) $ 402,500

To repair, re-anchor and repoint with epoxy mortar all granite panel joints and ornament at the north, south, east and west facades (from the street level to the roof line).

This Phase IV of a continuing program to restore masonry and related work, seriously neglected for many years.

09. 40401 Various major City-owned buildings, earthquake safety survey (CI) $ 250,000

This project will provide for the survey and analysis of structural and non-structural features of various major City-owned buildings such as City Hall, Opera House, 101 Grove, 450 McAllister, Main Library and Civic Auditorium which were constructed prior to 1948 (the date seismic safety provisions were incorporated into the San Francisco Building Code) to determine what modifications might be required to provide for increased earthquake safety. The survey will also provide a preliminary cost estimate of any required corrective work for each building surveyed.

10. 16501 Hall of Justice, main electrical distribution station, improve ground fault protection (CI) $ 72,000

Ground fault protection is needed for the main service disconnects and feeder disconnects to all load centers to prevent potential damage to equipment and injury to personnel. This type of protection is required for new construction under present electrical codes.

Existing circuit breakers have magnetic trips. These require testing every three years for reliability and accuracy of setting. Installation of electronic (Static) trips would eliminate testing and adjusting and insure tripping at the designated settings.

11. 16401 Hall of Justice, install boiler safety control annunciator panel (CI) $ 26,800

Install annunciator panel on each of three boilers to indicate which safety shut-off caused boiler shutdown. Install such

03432

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object Object Title and Explanation of Change

new safety controls as are necessary to obtain remote indication to the panel.

The boilers are controlled by numerous safety devices which automatically shut down the boilers, or prevent them from starting, when abnormal conditions occur. At present, the boiler operators have no way of knowing which device cuased the service interruption and so must perform lengthy and complex procedures to determine cause of failure. If the anomaly is common to two boilers the building will lost heat, hot water cooking and laundry services before corrections can be made.

The requested annunciator panel will provide positive and immediate identification of the source of trouble, permit faster correction, eliminate safety hazards of operator error, and considerably reduce the probability of complete loss of steam to vital services.

12. 40601 Hall of Justice, reconstruct pneumatic tube system (FM) $ 149,300

Reconstruct a pneumatic tube system in the Hall of Justice by replacing obsolete equipment, (14 years old). This would include the following work:

Change the existing system to a twin tube, single loop; vacuum pressure system to serve the present (9) nine active stations. This mainly involves the main switching equipment at the work station, controllers, relays, mye branches, tubing etc.

The present system requires the power unit to run continuously where as the new system is powered by a 2 H.P. unit which only runs when the carriers are actually in transit through the system. Maintenance costs with this new system should be reduced approximately 70%.

13. 40501 Various public buildings, modify elevators to accommodate handicapped requirements (CI) $ 231,000

Furnish labor and materials to install visual and audible signals for use by the handicapped passengers.

Work consists of modifying six (6) elevators in the City Hall; Nine (9) elevators at LHH; thirteen (13) elevators at SFMC; Fourteen (14) elevators at SFGH; and seventeen (17) elevators at various locations (Total 59).

Object Object Title and Explanation of Change

This work is being recommended as a courtesy to our handicapped citizens and is not required by any law. The State legislative branch is considering several bills to fix requirements for Handicap service in Elevators.

14. 40601 Hall of Justice, alterations and improvements to heating, ventilating and air conditioning systems (study) (CI) $ 15,000

Study, Evaluation, preliminary engineering and cost estimate for alterations and improvements to the existing heating, ventilating and air conditioning system.

The existing large and complex heating, ventilating and air conditioning system does not function properly. There have been constant complaints from the Police Bureaus, Court Rooms and other departments in the building of areas that are cold, hot, stuffy, drafty or have dirt in the supply air. The usual budget estimate procedures do not afford the time to investigate the problems and plan corrective measures for a system of this size and complexity.

91 - PURCHASING

01. 46101 Central Shops, enclose service station work area (CI) $ 25,700

Construct sliding metal and glass partitions approximately 41 ft. long by 15 ft. high with steel columns, sliding system, painting, etc.

To provide protection for workmen in inclement weather. At present, work in this area is occasionally delayed in adverse weather. With the sliding patition, work can be accomplished with expediency in any weather.

02. 46201 Central Shops, automative shops, improve ventilation (CI) $ 162,000

Involved are the installation of a vehicle connected exhaust removal system, a carbon monoxide sensor to automatically activate the existing floor level ventilating system, and high bay roof exhausters and fixed outside make-up air openings in each of the following areas: automative shop, heavy truck shop and fire apparatus shop.

03433

LINE-ITEM EXPLANATIONS

Department: 99 - General Fund Unallocated

Division: --

Object	Object Title and Explanation of Change

Employees are subjected to dangerous concentrations of carbon monoxide because the existing floor level ventilating system is inadequate on colder days when vehicle bay doors are kept closed and a number of vehicles are operating inside the shops.

Carbon monoxide levels in excess of 400 parts per million (ppm) were measured in the Auto Shop by Department of Public Health inspectors during a cold day condition during December 1974. The San Francisco Building Code (Sec. 5130.M.1.A.) limits the maximum concentration to 100 ppm; California Administrative Code, Title 8 limits employee exposure to 50 ppm. This item was initially recommended to the City by the San Francisco Chapter, National Safety Council, by letter on April 20, 1964.

03. 46301 Central Shops, install hydrant for testing fire pumps (CI) $ 41,000

Furnish and install a Low Pressure fire hydrant and approximately 600 feet of water line in Central Shops grounds.

All major repairs, reconstructions and rehabilitation of pumps on fire engines are done at Central Shops, but no test facility is available to determine the effectiveness of the work nor the performance characteristics of the pumps.

Quite a bit of valuable time is lost in driving the fire engines to the SFFD Training Facility for improvised testing and return to the Central Shops for further work.

04. 46401 Central Shops, Bldg. A, improve lighting (CI) $ 3,200

Improve lighting in pattern shop in Bldg. A, Central Shops.

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Object	Object Title and Explanation of Change

ADDENDUM

10 - SUPERIOR COURT

01. 10401 City Hall, various courtrooms, painting (FM) $ 3,000

Project provides for the painting of various courtrooms and chambers as needed to improve visual appearance.

02. 41101 See previous listing for project description.

03. 41401 See previous listing for project description.